

Magic Valley Gem Club President: Job Description:

Note: No individual member may encumber, commit, charge, or in anyway make the Club liable for any costs, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title: Magic Valley Gem Club President
Reports to: Executive Board, and General Membership

Job Overview: Perform duties as outlined in the Club Bylaws/Standing rules and as requested by the Executive Board or by 2/3 vote at a regular meeting by the members attending.

YOU MUST READ AND STUDY THE CLUB BYLAWS AND STANDING RULES

Duties: AS OUTLINED IN THE MVGC BYLAWS

Section 2: The **President** shall preside at all meetings of the members and of the Executive Committee. He shall have general direction of the affairs of the Corporation, subject to the control of the members thereof, and shall appoint such committees as from time to time may be necessary. In May of each year the President, with the approval of the Executive Committee, will present a detailed proposed working budget for the coming year. This will include all expenses or revenues generated by the activities of the Magic Valley Gem Club.

NOTE: The President of the Magic Valley Gem Club is the Chief Executive Officer. The Magic Valley Gem Club is a Corporation in the form of a non-profit corporation. We are recognized as a business because we make and spend monies and WE must do so entirely within the rules and regulations of the State of Idaho and the Internal Revenue Service. THE PRESIDENT DIRECTS THE DAY-TO-DAY AFFAIRS OF THE CLUB, BUT OPERATES UNDER THE AUTHORITY OF THE ELECTED EXECUTIVE COMMITTEE (BOARD OF DIRECTORS). THE PRESIDENT MUST ENFORCE ALL BYLAWS AND INSURE ALL STATE AND FEDERAL RULES ARE FOLLOWED AND OBLIGATIONS ARE FULFILLED ON TIME.

We are a corporation and not a Club...New IRS definition of Clubs are ones which have no source of revenue or income. (THUS WE ARE A NON PROFIT BUSINESS and ARE REQUIRED TO ACT AND BEHAVE LIKE ONE.)

The President must be aware of everything that members do in the name of the Club. Ignorance of the laws and responsibilities of the CORPORATION is not a legal or moral excuse.

The Budget for the Club is an accrual yearly budget. This means at the start of the budget year a budget is submitted to the Executive Board and then to the membership and once approved, the President must ensure all expenditures fall within approved budgets.