

Punta Gorda Isles Fishing Club

Board President

Job Description

1. Plan and preside over monthly membership and board meetings. Organize and manage the monthly BOD meeting, including setting and distributing an agenda of the BOD a week prior to the BOD meeting.
2. Produce the monthly meeting presentation.
3. Interface with board members either individually or as a group to coordinate all club functions.
4. Supervise preparation of yearly budget.
5. Monitor budget on a monthly basis and advise board of any recommended changes required to reach budgeted goals.
6. Suggest programs and events that would be of interest to club members.
7. Appoint (non-board) members as committee chairpersons to coordinate special programs and / or events not assigned to present board members.
8. Suggest, as required, amendments to club's By-Laws or other rules, such as FOM, LOA, etc.. The board of directors and the general membership must approve all By-Law changes.
9. Write a monthly article for the PGI Fishing Club newsletter.
10. Write a monthly article for the PGI Civic Association's Commentator Magazine.
11. Represent the club at all PGICA President Council's meetings.

Revised: 5/15/2024