

ADVICE FOR PRESIDENTS

- The President's term begins on August 1st and ends July 31st.
- The President's term is for two years.
- Read through the *By-Laws*. Note that when voting for the Slate of Officers, this is just for the President, Vice-President, Past-President, Secretary, and Treasurer. Standing Committee and *Ad Hoc* Chairs are appointed.
- Look through the *Guild Manual* and keep it up-to-date. Everything you need to know is in the Manual under the appropriate heading in the Index. The idea is that this is a "living document" so as decisions are made and policies are updated, add to and update the *Guild Manual*. Use the materials found in the Manual as they should be the most recent/accurate.
- Keep track of purchases on behalf of WEG: Date, Where, What, Amount. Submit original receipts to WEG's Treasurer for reimbursement but as you will have to report on what you spend on behalf of the Guild, it's much easier if you keep a running tally. There is a sample Excel document under Templates (Excel Template for Budget Reporting).
- Keep a running "timeline" of what needs to be done at upcoming meetings (and see President's Timeline in the GM under President). Then, when preparing agendas, consult this timeline, and the previous month's Executive and General meeting Agendas and Minutes. It is also handy to prepare "Notes" as reminders for meetings.
- Don't be afraid to consult with your VP/Past Pres/Executive if you're not sure of something. They are a great resource.
- EAC will ask you for an annual report some time in April for June 1st. You will also have to do a President's Report for the WEG AGM in June. It's a good idea to start a document for this at the beginning of each year and simply add to it as things happen. That way, your report will be virtually complete when you need it later in the year and you won't have to go through the Minute Book to "remember" what happened.
- The EAC website has great resources available for Presidents, including a Chapter Resource Manual. Sign in to the "Members Only" section of the website and click on "Chapter Resources" on the right-hand side.
- The August Executive meeting is an organizational meeting. It is a joint meeting of the old and new Executives. We usually go for supper in a private dining room at a local restaurant. Be sure to invite any new Executive members.