

# OCSJ Roles and Responsibilities

## Position: President

**Reports to: Entire Board of Directors**

**Date created: 08/25/22**

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1. Coordinate and supervise the total club program.
2. Gather agenda items from the entire board, develop the agenda, and distribute to the entire board within a week of the monthly meetings.
3. Facilitate monthly board meetings.
4. Appoint special committees as needed.
5. Resolve disputes/conflicts and maintain discipline within the OCSJ among board and/or the general membership.
6. Serve as a point of contact with outside entities, such as other clubs or government bodies.
7. Appoint and remove general board members and select executive board members for unexpired vacancies pending regular elections.