

ASA President and Membership Secretary

5.1 The President should especially seek to maintain the Association as an active and vigorous organization, encouraging programs that carry forward and support its objectives and to serve the needs and interests of its members and other seniors within the Town. He/she should seek to motivate its Officers, Directors, and chairpersons of committees to perform their roles with a high degree of competence and to encourage Association members to participate in its programs.

[Add] Coordination of program planning with head of the Council on Aging.

The President shall

- a. Exercise day-to-day and long-term strategic management of the Association.
- b. Maintain ASA's role as a full participant within the Town to serve the needs of its senior population.
- c. Serve as liaison with relevant Town departments and offices on matters relating to their services to the Town's senior population.
- d. Set the agendas and call and preside at all meetings of the Board and at official business meetings of the Association.
- e. Oversee budgets and expenditures with the Treasurer.
- f. Oversee communications with the members.
- g. Ensure that programs and events are planned and coordinated throughout the year.
- h. Appoint chairpersons of *ad hoc* committees, subject to the approval of the Board.
- i. Appoint and instruct the Nominating Committee with Board approval.
- j. Serve as an *ex-officio* member of all committees except the Nominating Committee.
- k. Delegate responsibilities and tasks, as needed, to other Officers and Directors with the consent of the Board.
- l. Inform the Vice President about all relevant matters at all times.
- m. Perform such other duties as are required by the Board.
- n. Have check-writing authority.