

## Gillies Job Description

Title: **President Elect**

Reports to: Gillies President

Revised January 2021

Blue indicates changes during 2021-2022 due to museum shutdown.

**Purpose:** To oversee the work of the service area chairs

**Requirements:** Must have adequate home internet connection to communicate digitally including sending and receiving emails with attachments, facilitating and joining Zoom meetings, and creating and sharing Word and Excel documents.

### **Responsibilities:**

1. Assumes the duties of the office of the President in his/her absence.
2. Maintains the official Gillies Calendar, posts a calendar in the Sign-In Room, posts calendar pages in the Gillies Library and sends dates to Gillies Library Chair. [Suspended](#)
3. Notifies Newsletter Chair of calendar events for the next two months by 15<sup>th</sup> of the month for inclusion in *Smoke Signals*. (Mark Your Calendar) [Submit information to Newsletter Chair for Friday Footprints as needed.](#)
4. With President and Newsletter Chair, proofreads *Friday Footprints*.
5. Maintains Sign-In Room. [Suspended](#)
6. Oversees the work of Service Area chairs, giving assistance and instructions as needed to ensure each area is running smoothly.
7. Chairs the Education Committee meetings. Proofreads minutes of meetings before Secretary emails to committee members. [Suspended](#)
8. Arranges for tables in museum entry for hours books for General Membership meetings. Makes arrangements for auditorium for General Membership meetings and Gilcrease Forum. Also makes arrangements with The Club at Indian Springs for the end of the year luncheon/graduation. (Select menu, plan table décor w/ club manager, dates and times, cost for luncheon.) Publish cost of luncheon(s) and put articles in SS as needed for upcoming events. [Suspended](#)
9. Plans and hosts Annual Membership Party, working with Hospitality Committee. [Suspended](#)
10. Arranges a book for the Gillies Library in outgoing President's name. [Suspended](#)
11. Arranges a memorial book for the Gillies Library commemorating Gillies and their loved ones who passed away this year. [Suspended](#)

12. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding President-elect.
13. Serves on the Budget Committee.
14. Prepares and submits an annual report in triplicate. [Suspended](#)
15. Performs additional duties as assigned by the President.
16. Prepares a monthly report given to the Executive Committee and BOD which includes meetings and other work not listed above.
17. Attends meetings of the IT Committee as needed.
18. Becomes familiar with the Volgistics software program in preparation for Presidential responsibilities.
19. Attends monthly meetings with the Museum Director along with the President and Board of Trustees monthly meetings. [Also attends monthly meetings with the Director of Learning and Community Engagement, the President and the Docent Chair.](#)

Time Commitment: 100 administrative museum hours and participation in the volunteer program.

Updated: January 2021