

Gillies Job Description

Title: **President**

Responsible to: Gillies Organization

Revised January 2021

Director of Gilcrease Museum

Blue indicates changes during 2021-2022 due to museum shutdown

Purpose: To provide leadership for the Gillies Volunteer Organization and to coordinate the activities and services.

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. Serves as the chief executive officer and official representative of the Gillies, and as such, serves as the liaison between Gillies and the Museum Staff.
2. Appoints Chairs for museum service areas, Gillies administrative committees, and special committees. Appoints the Budget Committee in January and appoints an Auditor in March, with approval from the Board.
3. Serves as ex-officio member of all committees except the Nominating Committee.
4. Presides at all meetings of the Executive Committee, Board of Directors, and General Membership.
5. In cooperation with the President-Elect, oversees the work of the service area chairs; gives assistance and instructions as necessary to the elected officers and members of the Board of Directors.
6. Plans the Area Volunteers Coffee. (Reservations and RSVP list) **Suspended**
7. Attends the Gilcrease Board of Trustees Meetings with City of Tulsa Representatives and other meetings as necessary. Prepares a monthly report and delivers it at the Trustees meetings monthly.
8. Monitors Gillies mailbox in Museum Office. **Suspended** Reviews, routes as appropriate, and/or answers mail. Initiates correspondence as required, including sending eblasts.
9. Maintains comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding President.
10. Delivers news items to the Newsletter Chair by the 15th of each month and checks the final layout of each issue with President-Elect before printing. Generates a President's letter for each Newsletter. **Delivers news items as needed.**

11. Prepares and submits annual report in triplicate to President-Elect. [Suspended](#)

Time Commitment: 200 administrative museum hours and participation in the volunteer program.

Updated: March 2020