

WCBR Residents' Association

President - Position Description

Serve as Chief Executive Officer of the Residents' Association and Chair of the RA Executive Board:

- Conduct RA Executive Board meetings
 - Prepare agendas
- Conduct RA Officers' meetings
- Conduct RA general meeting
 - Prepare agendas
 - Assist Committee Chairs prepare slides and oral presentations
- Conduct special RA meetings, as required
- Meet with WCBR Senior Leader (s)
- Attend meetings of Board of Trustees
- Serve as advocate for residents
- Appoint Committee Chairs and fill vacancies
- Attend selected Committee, Area, and Forum meetings
- Serve as RA liaison for one or more Committees per year
 - Provide oral reports for Executive Board
- Appoint other officers to liaison positions for Committees not represented on the Executive Board
- Appoint Chair of Nominating Committee
- Appoint Parliamentarian
- Commission, after consultation with the officers, an annual RA Budget Task Force to consolidate, evaluate, and prioritize submitted budget requests
- Maintain a working knowledge of the RA Bylaws
- Schedule and conduct first portion of Turnover meeting near end of two year term
- Perform additional RA duties as needed and when opportunities arise
- Support Administration when requested, including recommendations for residents to serve on outside organization