



## Advisory Council President Duties

Per Advisory Council Bylaws section 8.6:

The President shall preside at all meetings of the Council, including the call to order, establishing quorums, ensuring proper voting on motions, ensuring the SPR Representative is present on binding votes, and following Advisory Council Bylaws. The President shall have such other powers and duties as may be prescribed by the Members or these Bylaws. The President will follow the meeting agenda, keep to time schedules, and ensure that all voices are recognized at meetings. The President will be involved in the annual budget planning process with the SPR Representative and the Treasurer to ensure expenses specific to the advisory council operations are included in the budget proposal, i.e., meeting food, member appreciation, event expenses, and fundraising goals. The President and Treasurer are authorized to sign financial requests made by SPR staff.

- Preside over all advisory council meetings.
  - Collaborate with SPR Representative to develop an agenda.
  - Verify SPR Representative will attend meetings.
  - Follow the agreed upon agenda.
  - Verify that a Secretary is present to keep minutes
  - Call to order
  - Establish quorums.
  - Ensure proper voting on motions.
- Act as primary point of contact for ARC communications.
  - Respond to ARC on council specific communications.
  - Share information with full council as requested by ARC.
  - Attend or designate a representative to attend the ARC Annual General Meeting, and Presidents Meeting.
  - Support Annual Advisory Council Member Roster Update process.
  - Notify ARC of highlights, concerns, or ideas.
- Authorized Signer.
  - Review and sign Member Applications and Renewals
  - Receive and share monthly financial reports sent by ARC accounting.
  - Act as a secondary signer on financial requests made via the electronic accounting system, Microix, when the Treasurer is unable.
- Participate in the Annual Recreation Budget process.
  - Collect input from advisory council members and community to propose programmatic, event, and fundraising ideas to the SPR Representative.
  - Work with SPR Representative and Advisory Council Treasurer to approve a balanced advisory council budget.

Full council responsibilities are included in the Bylaw and Operating Agreement documents.