

Wixom Lake Association  
President Job Description

1. The President shall prepare agenda's and related items for each Board meeting and the Annual Membership meeting and preside over each keeping in mind the need to run a smooth, orderly meeting with a minimum of side discussions.
2. The President shall act a liaison to Local units of Government, organizations, other non-profits and etc. The President may from time to time be asked to attend or sit on other Boards and organizations and will be expected to do so or appoint the Vice-President or other Board member as a replacement.
3. The President shall act as the Resident Agent of the Wixom Lake Association and prepare the annual registration and report to the State of Michigan Department of Licensing and Regulatory Affairs each year. When the Presidency changes this change must be reported as soon as possible.
4. The President shall make recommendations to the Board and membership for changes and revisions to the Constitution and By-laws as needed.
5. The President shall act as the Chair of all Committees or designate another member of the Board to sit in his/her place.
6. The President may from time to time ask other Officers to fill in for listed duties in case of emergency or availability.

10/10/2015

