

## **Wilderness Trekker's President Duties**

### Board Meetings

Pick a central location  
Set up the year's calendar  
Make & send the agenda  
Preside over the meetings  
Read, revise, and keep the minutes

### Public Representative

Respond to inquiries from other organizations or news media  
Be responsible for advertising in the newsletter and the web page

### Social Representative

Attend all events, if possible  
Welcome all to events  
Speak at most events  
Plan the Christmas Party with help from the board  
As *past president*, plan the Leadership Party with help from the board  
At Annual Gathering, update the membership  
At Spring Gathering, give a state of the organization talk

### Newsletter

Write a message *from the President* column  
Communicate with the membership in any ways needed  
(safety concerns, Leave No Trace Ethics, thank you's...)

### Visionary

Provide the vision for the organization  
Attempt to see the organization as a whole  
Oversee and support all board positions  
Listen carefully  
Troubleshoot  
Be available  
Respond quickly when possible

### Historian

Keep a record to pass on to the next President