

President Description and Authorization

Purpose: The President's primary responsibility is to provide general supervision of all proceedings subject to the Kings Park West Inc. Articles of Incorporation and Bylaws. The President must be a member in good standing of the Kings Park West Civic Association. The President is a member of the Kings Park West Board of Directors and, as such, has a vote at Board meetings as well as member meetings.

Scope: The President shall:

- Have general supervision of all proceedings subject to the Articles of Incorporation and Bylaws,
- Preside at meetings, preserving order and decorum and conducting proceedings consistent with the Association's parliamentary authority,
- Ensure that all provisions of the Virginia Nonstock Corporation Act, the Articles of Incorporation, and these Bylaws are observed,
- Ensure that all Officers and Committees properly discharge their duties,
- Call meetings of the Board of Directors or members as may be necessary, and
- Appoint Committee Chairpersons, subject to the approval of the Board of Directors.

Additional Tasks: The President shall also:

- Help oversee the affairs and actions of the Association,
- Shall help to fulfill the responsibilities and requirements of the Virginia Nonstock Corporation Act, □ Shall help to set the scope of assignments of standing committees,
- Shall help to establish special committees as needed to accomplish Association activities,
- Shall help to formulate a proposed budget, to begin on 1 October, subject to approval of the members,
- Shall help to be responsible for authorizing expenditures at variance from the approved budget,
- Shall help to take necessary action, within the purpose and intent of the Articles of Incorporation and the Bylaws, to protect the rights and interests of the Association,
- Delegate in writing to other directors and to committee members the authority to obligate funds of the Association in conformity with the approved budget,
- Call for Board meetings at least quarterly with a minimum of 6 days advance notice,
- Call for General Membership meetings at least three times per year (January [general information], April [notice of elections], September [elections and budget approval])
- Sign checks worth less than \$2500 when the Treasurer is unable. Co-sign with the Treasurer checks of \$2500 or more in value,

- Accept committee action reports and keep the community informed of committee actions
 - In the absence or inability of the Vice-President, be the liaison between the Association and sponsored organizations (i.e. Boy Scouts),
- May appoint a parliamentarian to ensure compliance with the Bylaws and the Articles of Incorporation. The parliamentarian's term of office will coincide with that of the President, and
- Represent Kings Park West at the monthly Braddock District Council meeting.

Authorization: The President shall be elected individually by plurality vote of the voting members of the Association. An elected President serves for a 2 year term with the term beginning in even-numbered years. No member shall serve in the same Board of Directors position for more than three (3) consecutive terms. After serving three (3) consecutive terms, or during the process of serving up to three (3) terms, a Board member may move to another Board position if approved by membership. When determining consecutive terms served, a partial term of more than one (1) year shall be counted. A partial term of one (1) year or less shall not be counted. There must be a break of at least one year before a Director who served three consecutive terms can serve again as a Director. At the conclusion of their elected terms, Directors shall continue to serve until their successors are duly elected and installed.

Signed,



Sarah Lennon
President, KPWCA Inc.

Date: 5/31/21