

BRWA President
Standard Operation Procedures
Article V: Duties of Officers
Section 1

The president shall be the general executive officer of the association and shall preside at the meetings of the general membership and the Board of Directors. The president shall direct the performance of the officers in accordance with the By Laws of the association and the resolutions of the Board of Directors.

The position of President for the Boise Ranch Women's Association (BRWA) oversees all operations of the board. Some of these operations are as follows:

- Run annual general meeting and help with post-tournament events to hand out door prizes, run raffles, etc.
- Call and run all board meetings; prepare agenda for meetings
- Fill vacancy of any other board position, if a BRWA member cannot be found to fill the position during the year
- Help webmaster maintain the BRWA website on the Wix.com platform
- Help to maintain and keep the by-laws updated
- Be available to assist the tournament and league director at all tournaments and during league
- Act as backup for all board positions
- Help maintain the BRWA Facebook page
- Fundraising

Requirements:

- Must have access to a computer and printer
- Must have knowledge of Microsoft Office products (ie. Teams, Word, Excel)
- Good communication skills – comfortable speaking in front of a large audience
- Knowledge of operations of all other board positions to assist or fill in, as needed
- Familiarity with running meetings – keep meeting on track, set agenda, etc.

Time Requirements:

Tournaments – 2 to 4 hours per tournament depending on the tournament. Assisting the Tournament director putting out and picking up sponsor signs, handing out prizes or running raffle drawings, as needed.

Board duties – 8 hours per month communicating with board members throughout the week via Teams and attending the monthly board meetings including preparing agenda for meetings.

Fundraising – 50 hours over the course of the year.