

## **President's Duties -- Ongoing (Incident to the Office or per Bylaws, Past Practices)**

**Board Meetings** – preside at all meetings (2x mo. Jan.-June, Sept.-Oct; 1x mo. July-Aug., Nov.-Dec.).

**Meeting Agendas** – prepare/timely distribute 24 hrs. in advance of meetings; ensure posting on website.

**Meeting Minutes** – coordinate w/Secretary re preparation and distribution; ensure posting on website.

**Applicable Rules** – be familiar w/Bylaws, Code of Conduct, applicable parliamentary rules and Awards Guidelines; ensure all governing rules are appropriately applied and followed.

**Expenditures, Bank Accounts** – authorize expenditures; be a signatory on PPCC accounts; coordinate with Treasurer and sign instruments as necessary.

**Books and Records** – ensure all required books, records and certificates are properly kept or filed.

**Website** – oversee and administer; ensure updated and regular postings; draft and regularly update President's Message and Calendar items; interact with technology professionals as needed.

**Communications** – possess clear oral and written communication skills; demonstrate ability to draft appropriate messages and use variety of digital platforms, formats (e.g., Mailchimp, Facebook, Nextdoor, Instagram, Wordpress, Word, PDF); regularly transmit information of interest to the board and public.

**Email** – administer PPCC email accounts ([info@pacpalicc.org](mailto:info@pacpalicc.org) and Mailchimp); regularly review and timely respond in professional manner to questions and comments; regularly compose and send appropriate email notices; keep address lists current.

**Media** – regularly post on Facebook and Nextdoor; keep track of relevant meetings and hearings and update website/Calendar and social media accordingly; convey PPCC meeting information and notices on regular basis to local print media.

**Motions/Positions** – draft and submit motions and position letters to government officials; ensure posting on website; be familiar with process required for filing of written materials and applicable deadlines; attend and testify at hearings; represent PPCC professionally in all official interactions.

**Research** – conduct research when necessary of proposed agenda items, pending legislation and other matters of community interest to ascertain congruity with board goals and interests; track pending deadlines, hearings, legislation, land use and public safety issues and other topics of concern; demonstrate ability to understand and process extensive and/or complex information.

**Board** – promote constructive input and involvement from board members to address issues as they arise; form ad hoc committees and appoint PPCC liaisons as needed and appropriate.

**Community** – maintain good working relationships with interested community members, Palisades organizations and local media; represent PPCC at community events when appropriate.

**Government** – maintain good working relationships with all relevant officials, including the CD11 Councilmember and staff, Mayor's office, LAPD and LAFD representatives, other City agencies and County, State and Federal officials.

**WRAC** – attend monthly leadership meetings and maintain good working relationships with fellow members/community leaders; communicate regularly on matters of common interest and concern.

**Judgment/Conduct** – exercise reasonable judgment in all decisions on behalf of PPCC; demonstrate ability to “practice civility, professionalism and decorum in public discussion and debate” and “serve as a model of leadership and civility to the community.” Bylaws, Appendix C, SR-9.