Lambeth Art Association

Job Descriptions for Executive Positions and Show Conveners

Title of Job: President

Date of Description: November 2022

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General Description of Position:

* Presides over all general and executive meetings
* Oversees the general supervision of LAA
* Is an ex-officio member of all committees but Nominating
* Acts as spokesperson for LAA

Description of Any (Technical) Skills Required:

* Must have a general knowledge of computer skills such as Word, & be able to communicate by email
* Should have a general knowledge of Robert’s Rules
* Past administrative experience is helpful but not essential
* Some knowledge of LAA & its history is helpful
* Organizational skills are important

Approx. Amount of Time Required: (is this daily, weekly, monthly, annually?)

* Because the club is active from September to May, this position requires some work or planning for most months, excluding Dec., June & July
* Each month, an agenda has to be prepared for the executive meeting and the general meeting
* Must be willing to step in where needed, to help the club function successfully (up to the discretion of the President)
* Administrative time will vary from 2-4 hours a month, excluding meeting time

Can this job be shared/shadowed?

There should be a Vice-President to take over for the President when the President is unavailable, to support the President in any other capacity as the need arises, and to learn about the President’s role

Comments/ Suggestions/Helpful Hints:

This job requires some attention to detail. The President should strive to be diplomatic, tactful, and be able to work with different groups within the club. The President should be a good facilitator.