CPPG President Job Description

The Guild President along with other Board Members plays a significant role in providing leadership to members through motivation and coaching. Additionally, each officer manages and guides members to meet Guild Goals.

1. Work together with other CPPG officers to encourage camaraderie, establish and enforce rules and regulations, and resolve any conflicts that arise.
2. Work with other officers to plan guild events and delegate responsibilities to volunteers.
3. Direct all Guild meetings, including the Planning Meeting and the Monthly Meeting.
    a. Planning Meeting
        i. Write an agenda
        ii. Mail to all those on the agenda and frequent attendees.
        iii. Conduct the meeting
    b. Monthly Meeting
        i. Write an agenda
        ii. Email to those on the agenda and interested parties.
        iii. Conduct the meeting
4. Oversee the election for the next President, Vice-President, Secretary and Treasurer.
5. Report to the Villages Recreation hierarchy.
6. Keep up-to-date files.
7. Appoint and/or approve standing committee chairs:
    a. Judges Shows
    b. Publicity
    c. Sunshine
    d. Program
    e. Hospitality
    f. Membership
    g. Show Committees as needed
    h. Showcase (formally known as “Jubilee”)

    i. Technical Support
8. Register with our bank to be an authorized signatory on checks. Review and approve the Treasurer's Report and Bank Statements.
9. In July, appoint two members not running for Treasurer to conduct an audit to be submitted prior to the September Meeting.
10. In April prior to the election year, appoint a Nominating Committee consisting of four (4) persons to solicit candidates for President, Vice-President, Secretary and Treasurer.
11. Install newly elected incoming officers at the September Meeting
12. Communicate with the Villages district government representative for the following month of any meeting cancelations, or changes to bookings.
13. Newsletter
    a. Assign Newsletter Articles and send email by the 15th of the month to the people assigned articles.
    b. Write "The President's Message and submit to the technical support chairperson by the 25th of each month.
    c. Proofread the Newsletter sent by the Technical Support Chairperson before it is published.
    d. Publish the dates of the upcoming Open Studios in the Newsletter (through the Technical Support Chairperson) and on the Facebook Page.
14. Communicate changes to the pencilpainters.com website to the Technical Support Chairperson.
15. Review and renew yearly permits, Open Studio locations and Show locations. As necessary, procure additional Open Studio locations as The Villages expands.
16. Approve and co-sign checks written by the Treasurer.
17. Answer phone calls by new residents and The Villages Daily Sun to publish Guild activities in the local paper.
18. The President shall perform these duties in accordance with the CPPG By-Laws, applicable Recreation Department requirements, and decisions of the Executive Board and Planning Committee.