

**Lambeth Art Association**  
Job Descriptions for Executive and Convenor Positions

**1. Title:** President

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**Prepared by** (*name and email*): Walt Klish [klisht@execulink.com](mailto:klisht@execulink.com)

**General Description of Position:**

- Presides over general and executive meetings;
- Oversee general supervision of the LAA;
- Is an ex officio member of all committees except the Nominating Committee;
- Acts as the spokesperson for the LAA.

**Specifics:**

- Books space for meetings and gives direction on setup requirements. Provides facility with a copy of current LAA insurance documents. Coordinates access to the building. Transfers digital files to a USB stick for presentations. Ensures Program Convenor has the A/V equipment set up.
- Provides meeting minutes, financial statements, President's messages and misc. announcements to the Membership Convenor to share with the membership via Mailchimp.
- Reviews digital documents for the Social Media Coordinator to upload and post on the website.
- Reviews monthly financial statements provided by the Treasurer. Along with the Treasurer, meets with representatives from Financial Institution to complete or amend documentation (i.e.: signing authority, transaction limits).
- Ensures official documents are signed and dated by the President, Vice President and Secretary, archived, and uploaded to the website.
- Acknowledges and shares, as appropriate, special events, information, and member updates (i.e.: other clubs' workshops and events, passing of existing or former members) at meetings, via the Members' area of the website or through Mailchimp.

**Skills Required** (*technical or otherwise*): Must have working knowledge of computer programs such as Words and Excel. Should have a general knowledge of Robert's Rules. Past administrative experience is helpful but not essential. Some knowledge of LAA and its history is helpful. Must have good organizational and communication skills.

**Approximate Amount of Time Required** (*daily, weekly, monthly, annually?*): Because the association is active from September to May, this position requires administrative work and planning all months other than December, June and July. Each month, agendas must be prepared for both the executive meeting and the general members' meeting.

**Can this job be shared/shadowed?** Yes. It is shadowed by the Vice-President.

**Comments, Suggestions and Helpful Hints:** This job requires attention to detail. The President should be diplomatic and tactful, and be able to work with different groups within the association. The President must be an engaging facilitator. Must be willing to step in, as needed, to help the club function successfully.