President's Responsibilities

A. President

1. Prepare weekly entries for Ardsley Connect
2. Prepare monthly meeting agenda
3. Track progress of open action items
4. Email meeting reminders, agenda, minutes, action items
5. Review meeting minutes for accuracy
6. Track status of Odell House Restoration and publish RW250 events
7. Respond to inquiries
8. Identify & manage interns and volunteers
9. Assist with Newsletter content, printing and mailing
10. Update our binders for newsletters and calendars
11. Hold annual elections (directors and officers)
12. Prepare annual reports to Mayor & Village Trustees
13. Prepare for our annual meeting
14. Assist with annual Calendar preparation and mailing

B. Archives

1. Clip articles from Rivertowns' Enterprise and Journal News (people, events, sports teams, etc)
2. Accept donations; catalog and file entries
3. Add photos to Smug Mug (scan first)
4. Request yearbook from high school advisor