



JOB DESCRIPTION PRESIDENT

The duties outlined below for the president of an I.I NCAR chapter are purposely comprehensive, and they can be adapted based on the needs of any chapter. You can also refer to [I.I. Chapter Bylaws Format](#) for the essential duties of all elected chapter positions, as defined by I.I. In addition, be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Presides at all meetings of the chapter and of the chapter board.
2. Is the official contact of this chapter with Ikebana International Headquarters, Tokyo, Japan, and the official representative of this chapter at meetings of cooperating and affiliated organizations.
3. With the approval of the chapter board, appoints Chairpersons of Standing and Special Committees and shall serve as an ex-officio member of all committees except the Nominating Committee.
4. Appoints the Parliamentarian and chairperson of each committee except the Nominating Committee and Budget Committee.
5. Nominates member(s) to fill any vacancies during a term of office. The nominee's name shall be presented to the Board of Directors, and the election shall be held at the following board meeting. Additional nominations with the prior consent of the nominee will be accepted from the floor.
6. Provides digital or printed copies of all documents/records to the next president and a historian or online depository.
7. Distributes all NCAR correspondence to all chapter members. (This may be done by the corresponding secretary or whoever handles the chapter email account.)

SUPPLEMENTAL DUTIES

1. Seeks volunteers from the membership for all board and committee positions.
2. Confirms with the Program chair that the meeting room is scheduled and payment made according to arrangements made with the facility.
3. Ensures all chapter events are scheduled through the necessary Chair by August.
4. Calls and welcome all new members.



5. Sends invitations to guests for luncheons/demonstrations. (Note: this may be delegated to Corresponding Secretary)
6. Plans head table placements in conjunction with respective event chair.
7. M.C.s all events for the chapter.
8. Develops relationships with all interested parties.

BOARD MEETINGS

1. Sets schedules for board meetings either in person or using Zoom.
2. Prepares with the Recording Secretary all board agendas.
3. Reviews all minutes before review by the board.
4. Meets with the elected board to discuss duties and responsibilities. (Note: Job descriptions provided on ikebanancar.org website under Ike-Wiki tab).
5. Reviews Chapter Constitution, Bylaws, and Standing Rules with all elected board positions and committee chairs.

BUDGET RELATED

1. Prepares and works with Treasurer on a balanced budget to present to the board.
2. Prepares and works with Treasurer on audit each year.
3. Ensures all who deposit funds into the account know how to do this and have the correct deposit slips.
4. Consults with all board members on their budget.
5. Works with Membership Chair and Treasurer in securing all membership category renewals. Confirm the final number of all members reported to II HQ and NCAR Advocate.

COMMUNICATION

1. Sends emails of introduction to other organizations: local Embassy of Japan, Consulate, other arts organizations, gardens, NCAR advocate, meeting facility, etc. (This may be delegated to the Corresponding Secretary)
2. Reviews ikebanancar.org website resources with all elected board and committee chairs. If needed, this can be coordinated with your chapters' [NCAR Advocate](#).
3. Confirms that the Elected Director Form is sent to Headquarters ([click here for form](#)) and NCAR (North & Central American Region) immediately following elections (Note: installation can be done in advance of submitting this form as long as the election is final).
4. Oversees all functions of the organizations to ensure communications are flowing.



5. Writes thank you notes and messages to all volunteers, helpers, special guests, etc. (Note: this may be in addition to notes sent by Program or Event chairs).
6. Ensures Corresponding Secretary has information to send cards to members who are ill, have ill family members, have experienced a recent death, or have any other issue needing a "Friendship through Flowers" message.
7. Directs promotion of the chapter through the publicity committee or person in charge.
8. Prepares bi-monthly notices for newsletters and emails to chapter members.