

PRESIDENT

JOB DESCRIPTION

1. Insures Club Deportistas is a nonprofit civil association that functions under the laws of Mexico; and insures that all actions of the club and its members are governed by Mexican law.
2. Organizes & implements the monthly Board meetings and the General Membership meeting & any special meetings that are called.
3. Gives notice of any meeting seven (7) days in advance by radio announcement and posting at the Club.
4. Notifies each member of the membership starting with the August Newsletter & again in the January newsletter that elections will be held at the Annual Membership meeting held in February. The President will announce the actual date of the meeting.
5. Presides & Chairs over all monthly membership meetings within the guidelines of the Charter and By-laws of the Club, under the auspices of Roberts Rule of Order.
6. Votes on any issues/motion where there is the need to break a tie vote or in the case of a secret ballot; may call a member to the chair & take part in a debate if so called for.
7. Signs and dates all minutes, including the Spanish translated General Membership meeting minutes.
8. Exercises all powers of the Club as provided by Mexican law or as stated in the Charter and By-laws of the Club.
9. Works closely with the Club Manager who is the representative of the Club to the Mexican government, to ensure legal compliance.
10. Acts in any lawful manner for the good of the Club; nurtures good relationships with the Municipal, State and Federal agencies and officials of Mexico, acting as the goodwill ambassador for the Club.
11. Serves as the liaison between the Club and all Mexican governmental authorities by representing the Club when appropriate.
12. Writes articles for the Club newsletter & proof reads any Club document prior to publication or filing.
13. Forms Standing Committees and Special Committees with the approval of the Board.
14. Works with the Board of Directors to help them carry out their duties of their position.
15. Appoints a Nominating Committee, in cooperation with the full Board, to ensure a committee broadly represents the community.
16. Will appoint a parliamentarian from the general membership for the Annual General Membership meeting.
17. Will, or may choose to, attend all committee meetings when possible.

Revised April 2021