



DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

Standard Operating Procedure

Title	Duties of the President				
Number	17003	Date Approved	9/15/17	Date Active	9/15/17
Rescinds		Review Date	9/16/19	Pages	2
Purpose					
To provide a clear understanding of the duties and processes related to the President of the Organization.					
Policy					
The DOCOF President shall act as the leader of the organization. He or she will be guided by the By-Laws, Rules and Procedures of the DOCOF organization. (DOCOF)					
Practice					
General Duties					
<ul style="list-style-type: none"> • Prepare the Annual and Special meeting agenda. • Preside at all meetings • Ex-officio, and a member of all committees, standing and ad hoc • Planning & organizing • Appointing and delegating • Attend as many committee meetings as possible • Evaluating- Ongoing analysis of club meetings and operation • Goal setting for results • Monitoring- Continuously monitor the club's progress toward goal • Motivating- Establish a climate of enthusiasm, openness, and concern • Problem solving • Recruiting and retaining- Make certain all members are active and involved. • Training- Club officers, board, and committee chairpersons • Appoint chairmen and committees to advance the work of the Club in such matters as the annual event, seminars and public relations. 					
1.0 General - Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole.					
<ul style="list-style-type: none"> 1.1 The President has final say over the final work product of any committee. 1.2 He or she only votes in Board of Trustee matters if there is a tie. 					
2.0 Community - Speaks to the media and the community on behalf of DOCOF and represents DOCOF in the community.					
3.0 Show Chair – The president shall act as the Event Chair and is the head of the Event Committee.					

4.0 Procedure

- 4.1** Immediately after the Annual event, the President shall conduct an analysis of costs, income and processes of the Event. He will then prepare an after action report on the Event with his or her analysis.
- 4.2** The President will analyze and act upon rule changes and By-law change precipitated from the annual meeting.
 - 4.2.1** He will enter the rules changes into the appropriate language and insert the changes into the rules and or by-laws.
 - 4.2.2** He will have the new version of the rules or by-laws inserted into their place in the website, Social Media sites and official record.
- 4.3** The president will create an outline for goals and objectives for the coming year and publish this to the Board or Trustees (Board) by the end of October.
- 4.4** The President will track the progress of committees and where needed encourage and motivate them to complete their task(s).
- 4.5** By the 1st week in January he will have acquired a venue for the Annual Event and have in place a bid or contract.
- 4.6** In the 1st week in April, he will confirm that all organizations have provided their rosters.
- 4.7** In the 1st week in May, he will confirm with the Tournament Secretary that he or she is in action toward work on the upcoming event. He will also produce or cause to be produced the Doings Newsletter.
- 4.8** In the 1st week in June he will ensure the distribution of the Doings.
- 4.9** In the 1st week in August he will confirm with the Tournament Secretary the status of entries in the Annual Event.
- 4.10** In the 2nd week in August he will conduct whatever public relations are necessary in order to provide for public awareness of the Event.
- 4.11** At various times he will meet with representatives of the venue to confirm that all preparations have been made.
- 4.12** In the last week in August he will confirm that the Tournament Secretary is ready for the Event.