

GREATER BOCA RATON ESTATE PLANNING COUNCIL
PRESIDENT'S
DUTIES AND MONTHLY RESPONSIBILITIES

Duties: The president shall preside at all meetings of the Council and the Board of Directors and shall select the meeting locations

MAY

- Annual Event may be held in May or in June. Supervises and acts as resource for End of the Year Event Sub-Committee.
 - Out-going President thanks sponsors and Sub-Committee Members.
- Ensures that the executive secretary orders plaques or Date Strips for Board members should be ordered from Action Awards at 561-394-6797. Dee is the contact person.

JUNE

- Meeting dates, (board and general) place and time should be determined.
 - When deciding meeting dates, watch the calendar for CPA deadlines including Oct 15th and April 15th, as well as conflicts with the FICPA, Heckerling and the Jewish Holidays.
 - It is recommended to schedule the April meeting an entire week after the April 15th deadline.
 - Ensure new board listing is sent by executive secretary to insurance company: jdye@mackinsurance.com.

JULY

- Fiscal year begins July 1st.
- Newly-elected President calls meeting of Board (it seems that 3-4 board meetings over the summer are typical.)
 - President presides at Board meeting.
 - Planning over the summer is essential.
 - At the first board meeting, distribute By-Laws and Rules and Regulations for the board's review, a list of board meeting dates, dinner meeting dates, and board of directors list as well as board of directors' cell phone numbers.
- The menu for the dinner meetings is planned and the dates calendared with Woodfield Country Club. The contact person is Jodi Strafford 561-995-5224 and her email is jstrafford@woodfield.org. The GBREPC has its own account; the club has the council's non-profit information on file. Nancy Weingard is the financial guarantor. Woodfield requires a list of attendees in Xcel form. Sylvia emails the

membership list and then adds guests. This is required 4 days in advance (Thursday) if our meeting is on Tuesday. In order not to pay for no-shows, we use a 10% down formula.

- Budget for New Year should be adopted by Board.
- Programs and sponsorships should be completed over the summer. Note: sponsors must also sign the Sponsorship contract.
- Yearly, tax returns must be filed as well as filing with the Florida Department of State, Division of Corporations. To date, Debra Cancilla is registered with the state to receive notices to file and Corey Levine has volunteered to prepare the tax return. The treasurer signs and files.
- Letter from President should be sent to the general membership at the beginning of the month. It should include meeting dates, place(s) and time(s). Membership renewal forms should be sent, requesting renewal by end of month with check. Secretary has the template.
- Over the summer, the end of the year event should be planned, and the venue chosen, contract signed.

AUGUST

- President presides at Board meeting.
- Phone calls should begin to those who have not sent renewal forms back (with checks).
 - Reminder that anyone who has not renewed membership by the end of the month may not be included in new Directory
 - If renewal is not made by October 1st, person must re-apply as new member, subject to vote of the Board of Directors.
- Work on the fiscal year Directory should begin.
 - Note, if there has been a rules and regs change since the directory printing the previous year, the change should also be reflected in the directory as well as on the web-site.
- Planning of the New Member Cocktail Reception.
 - It will need to be determined if the invitations will be sent out via email or regular mail.
 - The Board will determine where the reception will be held, usually in September at U.S. Trust in Boca Raton from 5:30 p.m. to 7:30 p.m.
 - If held there, the caterer is Martha Kelaher at 954-360-9628 (home) or 954-612-5190 (cell); the contact person is Kathi Matthews at 561-338-3510.
 - All badges for members should be prepared for the event. Secretary should have membership applications available.
 - President greets members, introduces VP Membership and board and thanks sponsor.

SEPTEMBER

- President presides at Board meeting.

- Letter should be sent to members who have not renewed warning them of October 1 deadline and possible exclusion from Directory. Telephone calls should be made.
- The first draft of the Directory should be completed.
 - President should work with V.P. Membership to complete it.
 - The directory must be reviewed and approved by VP Membership before printing.
 - Note: The more eyes that review, the better.

OCTOBER

- President presides at Board meeting and at Dinner meeting.
 - President supervises as per audio visual needs of speaker making sure that Exec. Sec. has that information from Programming VP.
 - President prepares an agenda for the Dinner Meeting (“housekeeping” items, end of the year event, any additional announcements).
 - Directories should be completed and ready for distribution at the first meeting, if possible; if not, they are to be available for the November meeting.
 - Notices and reminders should be sent by the Executive Secretary by email to all members as to the meeting date, time and place. At meeting, supervise Executive Secretary in giving out member badges, drink tickets, and registering guests and collecting guest fees.
 - Plaques and Date Strips will be handed out, as well as a gift to the past year’s President.
- Be sure that Treasurer files corporate tax return.

NOVEMBER

- President presides at Board meeting and at Dinner meeting.
- Directories should be on hand for those members attending this meeting who did not attend the October meeting. Directories may be mailed to those members who did not attend both meetings.
- Scholarship recipients should be contacted so that they may be available to speak at the January meeting. It is recommended to begin in Nov. as most students and teachers are on vacation during December. Press release should be prepared.

DECEMBER

- President presides at Board meeting if deemed advisable.

JANUARY

- President presides at Board meeting and Dinner meeting.
- Scholarships may be awarded at this meeting.

FEBRUARY

- President presides at Board meeting and Dinner meeting.

The Board of Directors shall, at least sixty (60) days prior to the date of the annual meeting, appoint a Nominating Committee to submit a list of nominees to serve as Officers and Directors of the Council for the following fiscal year.

MARCH

- President presides at Board meeting. The slate for the new board must be submitted to Secretary within 30 days of annual meeting.

APRIL

- President presides at Board meeting.
 - Preside over election of Board by membership at annual meeting.
 - Provide timely notice to membership if amendments to By-Laws and preside over vote.