

TOPEKA LITERACY COUNCIL
Board President Job Description

POSITION TITLE: **President**

REPORTS TO: Board of Directors

TERM OF OFFICE: Two years; may be elected for additional two-year terms, subject to the will and pleasure of the Council. Election is at the June meeting, tenure of office to commence with installation immediately following the election.

DUTIES:

- A. Preside at all meetings of Topeka Literacy Council, Inc., the Executive Committee, and the Board of Directors.

- B. Appoint members to such committees as the Executive Committee authorizes.

- C. Represent the Topeka Literacy Council as appropriate meetings such as the Kansas Laubach Literacy Action, Community Resources Council of Topeka, or send designated representatives. Expenses considered appropriate by the Executive Committee for such participation may be reimbursed by the Council.

- D. Meet regularly with the Executive Director or Office Manager to plan, coordinate, and evaluate the Council program and to execute required legal documents concerning the business of the Council.

(3/2024)