

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VI, Section 2 and Article VII, Section 1 & 2

President

Purpose

Provide executive responsibility for the general supervision of the Topeka Genealogical Society

Scope

Act as the official spokesperson for the Topeka Genealogical Society and its Board of Directors

Duties

1. Preside over meetings, as required
2. Execute deeds, mortgages bonds, contracts, checks or other instruments which may be authorized by the Board of Directors. These exceptions are noted: expressly provided by law, by the Articles of Incorporation of the state of Kansas, or by Topeka Genealogical Society Bylaws.
3. Appoint the Chairs of the Standing and Special Committees, with the approval of the officers
4. Be an ex-officio member of all committees, except the Nominating Committee
5. Call for written reports from committee chairs as needed or at the expiration of that committee
6. Keep Board of Directors apprised of all activities and issues affecting Topeka Genealogical Society
7. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings

This policy was approved by the TGS Board of Directors January 12, 2017
Amended 5/11/17