

# **Tangent Club International President – Job Description - three-year post**

This is a three-year position to cover Vice President, President and Immediate Past President

## **General duties - apply to all 3 years**

1. Work closely with all members of the International Board to carry out the business of the Association.
2. Attend the Half Year Meeting (HYM) weekend, normally held in October (Thursday – Sunday), which comprises of;
  - a. Board meeting (generally Thursday evening)
  - b. Councillors' meeting or get-together (generally Friday)
  - c. HYM (Saturday)
3. Attend the AGM weekend, normally held in April (Thursday – Sunday), which comprises of;
  - a. Board meeting (generally Thursday evening)
  - b. Councillors' meeting (generally Friday)
  - c. AGM (Saturday) to present prepared reports, give information, and answer questions on all aspects of the role.
  - d. New Board meeting (Sunday)
4. Prepare reports and progress actions as required.
5. Act as Administrator for any TCI Social media i.e. Facebook, Instagram, Twitter, Website.
6. Monitor all TCI Social media for inappropriate behaviour.
7. Reasonable expenses incurred on the Association's behalf are reimbursed in line with the finance policy.
8. Submit a brief article for each edition of the TCI electronic Newsletter, which can also be posted on the website, to meet publication deadlines.
9. Maintain a diary of the year / handover notes to pass to your successor.

## **Year One – TCI Vice President**

Generally, this is a 'listen and learn' year. Members of the Board, particularly the President and Immediate Past President, are there to help and will give you information about how things work. Do ask questions! And do enjoy!

1. Support, and liaise closely, with the TCI President.
2. Represent the President when asked if she is unable attend events.
3. Regularly update the Tangent International Facebook page.
4. Prepare newsletters as required to meet agreed publication schedule.
5. Arrange regular updates of the TCI website.
6. Regularly update Facebook pages / groups and other social media for;
  - a. Tangent Club International
  - b. Round Table International Family
7. Participate in the 5-Club family meetings and online forums, like whatsapp-group discussions.

## **Preparation for your Presidential year:**

1. Half Year Meeting and AGM Conference weekends - be the first point of contact for the organising committees of future conference, your Presidential year and beyond.
2. Liaise with the International Vice Presidents of the other Round Table Family clubs.
3. If desired, choose a logo and motto. Order pins and banners.

## **Year Two – TCI President**

### **General Duties**

1. Be 'the face' and representative of the Association.
2. Chair the Board meetings, Half Year Meeting and AGM.
3. With the Secretary, plan details and agendas for all meetings.
4. Visit as many Tangent International member country events as financially viable taking greetings and building relationships.
5. Send greetings to all member country AGM and HYM meetings, and any other special events in person, via another member of the Board or electronically
6. The President receives expenses as included in the annual budget and in line with the finance policy
7. Submit articles for the magazines/newsletters of the other Round Table Family clubs as required.
8. Liaise with the International Presidents of the other Round Table Family Clubs.
9. Participate in the 5-Club Round Table family meetings and online forums.

### **HYM**

1. Alongside the Secretary liaise with the conference convenor and team.
2. Arrange for the lighting of the Candle of Friendship
3. Liaise closely with the Secretary re invitations to bring greetings to the meeting.
4. Chair the meeting - ensure all items on the Agenda are covered and the meeting runs to time

### **Conference / AGM**

1. Alongside the Secretary liaise with the conference convenor and team.
2. Arrange for the lighting of the Candle of Friendship
3. Liaise closely with the Secretary re invitations to bring greetings to the meeting.
4. Confirm arrangements and refreshments for Board meetings on Friday and Sunday.
5. Chair the AGM - ensure all items on the Agenda are covered, all voting undertaken professionally, and meeting runs to time
6. Sunday a.m. handover meeting
  - a. Outgoing President – organize room.
  - b. Incoming President takes meeting - debrief on AGM/Conference, thank retiring Board members, allow them to depart before continuing with the meeting of new Board.

### **Ladies Circle International**

1. At the AGM conference attend Councillors dinner (Wed) and Council meeting (Thur) if possible, or other meetings as agreed with LCI President & Conference team.
2. Attend LCI AGM meeting as the representative of TCI to take greetings and present any donations
3. If possible, attend one or more Mid Term Meetings (own expense)

### **41 Club International**

1. Attend 41 Club International HYM (if possible) and AGM meetings to take greetings, note these may be in different locations to the TCI meetings
2. Thank conference convenors on behalf of TCI for arranging the weekend.

### **Round Table International**

1. If not attending in person, send greetings to the AGM, and any other special events, via another member of the Board or electronically

## **Year Three – Immediate Past President**

### **General Duties**

1. Support the President
2. Represent the President when asked if she is unable attend events.

### **Extensions**

1. Deal with enquiries from countries wishing to open new Tangent clubs / Countries
2. Be the contact for clubs wishing to become Associate Member Countries of TCI
3. Be the contact for Associate Member countries wishing to become Full Member countries of TCI
4. Mentor any newly affiliated clubs
5. Actively encourage links between TCI and other International Associations of the Round Table Family (41 Club, Ladies Circle, Round Table and Agora).

### **Other tasks**

This job description is not exhaustive and should be reviewed annually

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