



National President – three-year post Job Description

General duties - apply to all 3 years

1. Work closely with all members of the National Executive to carry out the business of the Association.
2. Attend all National Executive weekends which comprise of;
 - a. Executive meeting (generally Friday)
 - b. All seven Regional Lunches and any other events as required
3. Attend the AGM planning weekend planning meeting in January (Friday – Sunday).
4. Prepare reports and progress actions in line with the diary of the year.
5. Attend the National AGM from Thursday to Sunday, to present prepared reports, give information, and answer questions on all aspects of the role.
6. Reasonable expenses incurred on the Association's behalf are reimbursed.
7. Keep records up-to-date.
8. Supply the Editor and Website Co-ordinator with;
 - a. A brief article for each edition of the Tangent Newsletter
 - b. A copy of your diary to include any dates for the future years along with regular updates
 - c. Regular updates for your website page
9. Provide accurate and up to date information on the role of National Executive Administrator for the next post holder, and provide handover documents.
10. Make use of, and monitor, together with the Editor and Website Co-ordinator, Tangent social media in a responsible manner within the bounds of the Data Protection Act.
11. Ensure that all work is regularly backed up to the Executive Dropbox.
 - a.

Year One – National Vice President

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

1. Support, and liaise closely, with the National President.
2. Deputise for the National President whenever she is not available.
3. Act as future conference planner with 41 club.

Shop

1. Order and store stock for membership packs for sale at Regional lunches ().
2. Attend the Regional Lunches with the Sales Table
3. Ensure all information regarding sales on the website is up-to-date; liaise with Editor.

Other responsibilities

1. Attend the Four Club Round Table Family meetings, these are an opportunity to meet the other Vice Presidents. The meetings are usually held in Marchesi House, Birmingham, but other meetings may develop from these.
You will attend these meetings with the National Membership Office.
2. Be guardian of the Tangent National Regalia. Take them along to all Regional Luncheons and meetings as requested, give any items required by the organising committee to someone else if you are not attending the next Lunch.
3. Give the webmaster a copy of your VP diary and keep it up to date including any dates for invitations received for your President's year.

Preparation for your Presidential year:

1. Conference - The first point of contact is the organising committee.
 - a. At an early stage try to arrange a viewing of the venue for the National Conference and AGM, and if possible the hotel where a room will be set aside for the Executive meetings. It would be better to do this with the National Secretary but if not let her know you are going and then if possible arrange another visit with her.
 - b. If required take photographs of the inside and outside of the venue and if possible obtain floor plans of the rooms.
 - c. Ask if you and the National Secretary can both be copied in on agendas and minutes of their meetings and make an effort to attend one of their meetings, if possible with the National Secretary.
2. Enlist help to plan your Diary and itineraries – accept invitations and keep the website diary up to date.
3. Plan Executive meetings with Secretary/Executive Administrator in advance for your year
4. Liaise with the VPs of the other RT Family clubs.
5. If desired, choose a Charity.
6. Choose and organise a President's gift.

Year Two – National President

General Duties

1. Be 'the face' and representative of the Association locally, nationally and internationally.
2. Chair the Executive meetings and National AGM.
3. Lead the 'team' and engender a spirit of unity.
4. With the Secretary, plan details and agendas for all Executive meetings.
5. The President receives an 'Out of Pocket Expenses' allowance and a Presidential gifts allowance, details available from the Treasurer.
6. Club visits –
 - a. Accept invitations to attend meetings whenever possible. If unable to go, ask the club if they would like another member of the Executive to stand in. Also, if you have arranged a visit to a Tangent Club and then are asked to attend a special occasion at another Tangent Club, make contact with the first club and ask if it is possible to rearrange their visit.
 - b. be prepared to speak for 5 to 50 minutes!
 - c. Present the President's gift to Club Chairman.
7. Regional lunches –
 - a. Prepare and give a speech. Be prepared to speak for 5 to 50 minutes!
 - b. Present the President's gift to Regional Lunch Chairman, at the lunch.
 - c. Thank the group on Friday evening for all their endeavours, and give an association gift to the lady who has hosted the Executive meeting, if applicable.

8. Submit a brief article for the magazines of the other 3 Family of Round Table members' magazines.
9. Liaise with the Presidents of the other 3 Clubs
10. *The Chair and Secretary of the Round Table Family meetings rotates across all 4 clubs, for years when Tangent are chairing the meetings;*
 - a. Agree the dates for the meetings – normally January and July.
 - b. With the National Secretary & attendees at the meeting (normally Vice Presidents and Membership officers) prepare the agenda
11. Chair Round Table Family meetings in rotation (4 year cycle).
12. Represent the Association at the Cenotaph Service on Remembrance Sunday.
13. Be the contact point for communication with PNOs, ie regarding funerals, obituaries, etc.

National Conference / AGM

1. Alongside the National Secretary liaise with:
 - a. the local Tangent Day Conference Chairman on general matters
 - b. the National Conference Chairman and committee
2. Arrange for the lighting of the Candle of Friendship. It is usually the local Tangent Day Conference Chairman.
3. Present a gift on behalf of the Association to LC President
4. Present a gift on behalf of the Association to the Tangent Day Chairman
5. Present a gift on behalf of the Association to the TCI President
6. Give gift to all PNO's attending the AGM
7. Chair the AGM
8. Sunday a.m. meeting
 - a. Outgoing president – organize room.
 - b. Incoming President takes meeting - debrief 'Tangent Day'/Conference, thank retiring Executive members

Ladies Circle

1. Attend LC and RT AGM and conference at your own expense
2. Attend LC President's Ball if possible, at the expense of NATC.
3. Attend LC Regional event for your own region if possible
4. Attend LC council meeting if invited

41 Club

1. Attend 41 Club Council weekends (June and October) and speak to Council (if invited).
2. Take greetings to the 41 Club AGM, present the President's gift to the 41 Club President.

Round Table

1. Attend Council meeting if invited
2. Attend Round Table President's Ball if possible and if invited, at your own expense.

Year Three – Immediate Past President/TCI International Councillor

General Duties

1. Support the National President
2. Represent the President when asked if she is unable attend events.
3. Represent the Association at the National Arboretum on Remembrance Sunday.

International Officer

1. Be the contact for overseas clubs especially those wishing to become Associate Members of NATC.
2. Actively encourage links between Tangent Clubs and other National Associations including the Round Table Family (Ladies Circle, Round Table and 41 Club).
3. Attend the TCI HYM and following AGM as the NATC representative
4. Visit Tangent International member country events and Ladies Circle International, if financially viable and at the discretion of the National Executive, and as many overseas clubs as the budget allows, taking greetings and building relationships
5. Liaise with the National Secretary to ensure contact details of overseas clubs are as up to date as possible.
6. Liaise with Tangent Clubs International and attend IRO meetings.
7. Regularly update the Tangent International Facebook page.
8. Operate within the guidelines of Tangent Clubs International and Memorandum of Understanding
9. Be responsible for keeping the International section of the Directory up to date.
10. Supply the Editor and Website Coordinator with;
 - a. updates to the Tangent website International pages
 - b. Information for the International page in Tangent News and on the, keeping all diary and AGM dates up to date as soon as notified.
11. Ensure copies of each Tangent News are (e)mailed to the TCI, LCI, 41 Club International, Round Table International and Agora Boards.

Ladies Circle/Round Table AGM

1. Attend LC/RT Conference. You and partner are usually their guest for one evening. At the LC AGM give brief speech telling members about Tangent, give greetings, thank LC for hospitality, present the President's gift
3. Attend RT AGM. Take greetings to the AGM, present the President's gift to the President

Reviewed September 2017

Reviewed October 2018