

KQG President's Additional Duties
November 2019

- Forward all correspondence including complaints, suggestions and enquiries to the Secretary and Vice President. This practise keeps everyone in the “know” and aides in decision making.
- Review draft General Meeting and Executive Meeting Minutes provided by the Secretary and aim to provide comments and approval to Secretary within 24 hours.
- Prepare Draft Agenda for Monthly General Meetings and forward it to Secretary and Vice President four to five days prior to meeting date for their comments and approval.
- Discuss Agenda and preparation for Executive Committee meetings with the Secretary and Vice President at least four to five prior to the meeting. (The Secretary will prepare and distribute the Agenda)
- Prepare “President's Message” for Monthly Newsletter. Send draft to Secretary and Vice President for comment and editing. Following their approval, submit message to the Newsletter Editor by the 10th of each month (for the following month). For example, the message for the December Newsletter must be submitted by November 10th.
- Book the hall for the 10 monthly general meetings (September – June Session) in the January prior to the session. For example the hall will be booked in January 2020 for the September – June 2020/2021 Session). Payment for the hall must be made in full (or half) prior to the start of the session (in August). Discuss payment options with Treasurer.