

**President (serves July 1- June 30 for 1-year term)  
Summary of Primary Responsibilities**

<b>JULY</b>	<ul style="list-style-type: none"> <li>• Board Orientation meeting (or early August)</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>• Appoint new committees per Bylaws to be approved at August and November Board meetings</li> <li>• Financial Review/Budget Committee meeting</li> <li>• Board of Directors meeting (includes budget approval for upcoming year) - present slate of committees for Board approval</li> <li>• Notify committee appointees and specify when their functions must be complete if not already covered in letter of invitation</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>• Identify Program Committee members</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>• Board of Directors meeting</li> </ul>
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>• Attend Unified Wine &amp; Grape Symposium (UW&amp;GS) - Sacramento Convention Center</li> <li>• Board of Directors meeting at UW&amp;GS</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>• Board of Directors meeting</li> <li>• President and Board appoint Nominating Committee</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• May 1 - Review draft of "President's Welcome Message" with a digital color 5"x7" photograph to be printed in the National Conference program</li> <li>• Board of Directors meeting</li> </ul>
<b>JUNE</b>	<p><b>At National Conference:</b></p> <ul style="list-style-type: none"> <li>• Board of Directors meeting at National Conference</li> <li>• Board of Directors Reception and Dinner held during the National Conference. (President directs planned program of introductions, etc.)</li> <li>• President officially opens the National Conference with a welcome at the first main session</li> <li>• Introduce Honorary Research Lecturer and Merit Award Winner at the beginning of their presentations (Note: in conjunction with any others that may be invited to also introduce based on relationship with recipients)</li> <li>• Introduce Best Paper Award recipients</li> <li>• Attend Publications Committee meeting</li> <li>• Presides at the Annual Business Meeting - report any major Board actions, introduce newly elected Board members</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>• Outgoing President thanks outgoing Board members, committee chairs and others involved in putting on the National Conference by letter</li> </ul>

**Additional term responsibilities:**

- As a member of the ASEV Executive Committee, you will need to participate in special executive meetings and interface with the Executive Director on an as needed basis
- Serve on UW&GS LLC Managing Committee as appointed
- President is responsible for ensuring any meeting he/she presides over adheres to meeting agenda & parliamentary procedure