

President (serves July 1 - June 30 for 1-year term)

Summary of Primary Responsibilities

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

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