



# ***Mountain Post Santa's Workshop***

## ***PRESIDENT***

### ***Position Description***

#### **DESCRIPTION OF DUTIES:**

- Presides at all meetings
- Ensures all MPSW business is carried out in accordance with the organization's Constitution and Bylaws,
- Exercises general supervision over MPSW
- Appoints committees as needed
- Serves as the spokesperson for the organization
- Is an authorized signer on MPSW's Bank account
- Keeps self readily available for problem solving.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization

#### **TIME COMMITMENT:**

- Approximately 40 hours per month.
- Monthly hours will vary depending upon activities.
- The busiest months are September-December.

#### **LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

#### **WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for briefings, donation pick up and fund-raisers