

QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

PRESIDENT

Policy:

The President presides at Quail Creek (QC) Pottery and Sculpture Club (POTS) Board and general meetings. The President acts as liaison officer between POTS, the Ceramics Club, the Creative Arts and Technology Center (CATC), and the QC Property Owners Association (POA).

Procedures:

The President supervises the timely execution of duties of the POTS Board which include, and are not exclusive to, duties published in the POTS Bylaws.

1. Calls for and presides at POTS Board and general meetings.
2. As designated representative acts as liaison officer between POTS and the Ceramics Club, CATC, and QC POA.
3. Prepares and signs checks as needed.
4. Coordinates with committees and submits annual POA budget requests as required.