## President

The President is primarily responsible for managing and directing all activities of the UMBAS. The President also serves as the primary point of contact for the University of Minnesota Band Directors and School of Music Staff within the UMBAS.

1. **Meetings**

The President must set a yearly meeting schedule with a minimum of one board meeting per month. The schedule shall be distributed to board members and published on the website at least one week before the first meeting of the year.

The President is also responsible for reserving the meeting space. Recent meeting locations have included the Conference Room in the Marching Band Suite at TCF Bank Stadium (contact hart0467@umn.edu to schedule) and Room 280 at Ferguson Hall (contact rado0045@umn.edu to schedule).

The President sets and distributes the meeting agenda. The agenda should be emailed to council members at least one week prior to the meeting.

The President presides over all UMBAS Board meetings. Assure council meetings cover necessary topics and appropriate conclusions are reached by consensus. Meetings are usually conducted in accordance with Robert’s Rules of Order. In the President’s absence, the President-Elect presides.

1. **Organizational Management**

The President shall oversee the process of setting and achieving the UMBAS’s goals. The UMBAS operates by setting a five-year plan with one- and three-year benchmarks. Each year, the President should lead the Board in reviewing the previous year’s progress and may revise the goals as necessary. Amendments to the goals shall be discussed and approved by the Board.

The President appoints committee chairs. The President may reappoint an existing committee chairs at the first meeting of the President’s term, and shall appoint chairs to committees as vacancies occur. The Board must approve all appointments.

The President shall oversee and be an ex-officio member of all committees. While respective committee chairs are responsible for ensuring that their committee’s work is completed, the President maintains responsibility for checking in with and assisting the committees as needed.

The President may also coordinate events as needed. The President should generally delegate events to the Music & Activities or other committees when appropriate. If the President chooses to personally coordinate an event, the President will be responsible for all communications and recruiting for that event, and should follow similar procedures to those referenced in the Music & Activities Committee Chair’s handbook.