

Estate Planning Council of Lee County President Role and Responsibilities

Commitment: Attending meetings with minimal absences; arrive at 11:15a. Coordinate 1-2 board meetings per year. Run each meeting.

Responsibility: Read and be familiar with the organization's bylaws, Policies and Job Descriptions.

Duty: Membership – recruit new members, especially in areas with least percentage in the Council; Do Membership Drive in years that end in 0 or 5 – or more frequently.

Membership – While it is each member of the board's responsibility to assist in recruiting new members, the task is primarily that of the President. Review the membership list (sorted by profession, supplied by Secretary) to see which professions (attorney, CPA, CFP, CLU/ChFC, Trust Officer) are in need of shoring up percentage-wise per the Council's Bylaws maximum). New members are the lifeblood of the organization, and the source for future officers.

Duty: Corporate affairs

Coordinate initial Board Meeting in January. Discuss each board members' position and answer any questions.

Check in with Treasurer quarterly and review budget versus actual numbers. Confirm that the budget has been done by the October Board meeting.

Coordinate October Board Meeting: discuss donations; potential speakers; review finances and proposed budget and dues structure for following year; invite donation recipients to the December lunch (Council pays for one lunch per receiving organization, except that if a college scholarship recipient attends, his/her lunch will be covered); Nominating Committee aka board discusses 2nd VP candidates

Duty: Sponsorship Applications: When an application for sponsorship is provided by the 1st Vice President and confirms that the meeting's speak (or the speaker's firm) declines to be the sponsor, send the application to the Board and request comments (acceptability, potential conflicts, time available [e.g. if agenda is already tight]), giving a deadline. Following the deadline, notify the 1st Vice President of the decision (approval or not) and reason.

Greet and thank the sponsor at the meeting.

Meeting Timeline:

- Monday before meeting: review attendee list and identify all guests
- Prepare an agenda of announcements for the luncheon
- Arrive no later than 11:15a
- Confirm arrival of speaker and introduce yourself; look for all guests and introduce yourself
- Open meeting at 12p: Suggestion: Ask any guests or new members to introduce themselves; suggest people bring guests; does anyone have any events they would like to announce (professional/charitable); Suggestion: open with jokes related to the topic being presented. Food is served at 12:05p.
 - Variations:
 - January (joint meeting with PPP) – remind people to pay or they will not be included in the directory
 - February – announce that dues are due by 2/28 for inclusion in the directory
 - November - Present Slate for December vote
 - December (no speakers) – Thank the Chef, Banquet Manager and staff for their hard work. Present donation checks and ask each recipient to tell us what the money is going towards (FSW endowment, Leave a Legacy); Officer elections – present slate; any nominations from the floor? If none, ask for motion/second/vote. Pass meeting to incoming President; Incoming President presents thank you plaque to outgoing President.
- Group eats until 12:25. President introduces the speaker(s). Start time can be moved earlier if speaker needs more time.
- End meeting at precisely 1p.

- Week after meeting: follow up with each guest to see if they enjoyed the meeting and have any questions on membership; remember the professional association affiliation requirement for all but trust officers