

WASATCH UNISERV COUNCIL

PRESIDENT

JOB DESCRIPTION

- * *Preside over meetings of the UniServ Council*
- * *Perform all the functions assigned by the UniServ Council*
- * *Work with each member local association in order to advance the programs of the UniServ*
- * *co-sign any check(s) or savings withdrawal jointly with the UniServ Director, or Office Manager*
- * *Meet at least once a month with the UniServ Director to prepare materials for the council meeting (i.e., agendas, financials, meeting materials, etc.)*
- * *Vote to break any tie of the UniServ Council*
- * *Represent the UniServ Council as a member of the Council of Local Presidents*
- * *Coordinate with the Wasatch Office Manager to insure the mailing of minutes, agenda and other pertinent materials at least one week prior or the next council meeting*
- * *Prepare a budget with the Director to present to the Council for approval*
- * *Be available to locals in the UniServ when needed*