**PRESIDENT**

**The duties of the President shall be:**

1. Serves a two year term and is the official representative of the Association. Preside at all regular meetings, board meetings, and special meetings.
2. Work cooperatively to strengthen and maintain relationships with other Professional Organizations, the College of Human Sciences, OCES administrators and outside commodity and support groups. Full fill, or appoint a member, to complete tasks and duties as they arise.
3. Represent OEAFCS as Oklahoma delegate team attending JCEP in first year of office. Assist President Elect and VP for Public Affairs with their plans and role for representing OEAFCS for PILD Conference.
4. Work with Association officers and district directors in coordinating their efforts in carrying out the organization's objectives, programs and completion of the “Plan of Work” appropriate for their position. Keep in touch with all officers and chairpersons. Stimulate them to action when necessary.
5. Member ex-officio of all standing committees, except nominating committee.
6. Appoint task force or special committee chairman and members with the approval of the executive board. Appoint members to all vacancies except directors until Annual Meeting or next called meeting.
7. Approve the payment of bills. Work cooperatively with the State Treasurer and the Oklahoma 4-H Foundation to stay current on reports and accounts. At the end of the treasurer's term of office appoints an auditing committee to conduct the bi-annual audit.
8. Reads and becomes familiar with the Constitution of the Association and the Handbook information provided throughout the oeafcs.okstate.edu website. Utilize the Calendar of Tasks and Events to guide specific items to complete.
9. Represents and serves as Voting Delegate for Oklahoma at (NEAFCS) meeting. Provides appointments of voting delegates and alternates (outlined in the OEAFCS Constitution) to the national board for credentialing at the Southern Region and National Business meetings.
10. Provides messages for membership through newsletters and email correspondence as needed.
11. Applies for permission to hold meetings on official time from the Associate Director of OCES.
12. Send notice and agenda for each regular meeting, this includes the spring and winter Annual Business meetings, to all OEAFCS members. Send notice and agenda for Executive Board meetings, or other special meets to all Executive Board members. A general guide for Board Meetings are fall, Pre-Annual Meeting and Post Annual Meetings.
13. Assumes responsibilities for the Association's records, which includes permanent files, lists of officers and current members, Annual Meeting records and Treasurer's reports.
14. Consults with and advises the President-Elect on the appointment of Historian, Chaplain and new committee members. Assembles all material pertaining to the office, offers suggestions as to the work of the office and delivers file to her successor.