



SEGS President List of Duties

1. Schedule and coordinate attendance of Officers to four By-Laws mandated Executive Committee meetings. Best to coordinate with field trips, but telecons with minutes suffice.
2. Preside, or designate V.P., at all meetings of the Society and Executive Committee.
3. Supervise Society business, subject to the control of the Executive Committee.
4. Support other Officers in conducting Society business.
5. Assure that business is conducted in accordance with Society By-Laws.
6. Maintain powers and duties usually incident to the office of President in similar Societies.
7. Perform duties as may be required by the By-Laws or the Executive Committee.
8. Respond or delegate persons to respond to public and membership inquiries.
9. Ensure that Society meetings and field trips are available to interested parties and conducted in a safe manner, protective of Society interests.
10. Encourage members to participate in Society functions and committees.
11. Conduct or participate in public outreach of the Society.
12. Represent the Society in activities of the Gulf Coast Association of Geological Societies (GCAGS): attend or delegate a representative at the annual meeting and correspond with requests from GCAGS.
13. Provide an annual report to the GCAGS.
14. Represent the Society in activities of the Florida Association of Professional Geologists (FAPG) and American Association of Petroleum Geologists (AAPG).
15. Assist in encouraging new members, committees, and recruiting future officers.
16. Prepare a letter from the President regarding Society accomplishments and endeavors for newsletters, typically Winter and Summer.
17. Coordinate with Nominating Committee prior to a fall meeting, and announce candidates.
18. Distribute a ballot of incoming Officer candidates to members before the year-end.
19. Assure continuation of the Society's viability for the future.
20. Coordinate with Website Committee Chair, updates including News, Event Calendar Summaries and Photo Gallery, Officer and Committee changes, and updated Membership Application.
21. Serve as Student Awards Committee Co-Chair.