

## **STA President Duties**

Presides over the organization

Conducts Board meetings; sets agendas with input from Board, Manager, and others

Breaks tie votes in Board Meetings

Ultimately responsible to see that policies approved by the Board are followed

Conducts the annual meeting or designates someone to do so

Meets with City personnel on a regular basis to keep communication open

Represents STA to all outside organizations and/or designates someone from the board to do so

Keeps mission of STA central in all meetings; protects the 501 (c) (3) status

Signs checks and all legal documents, such as tax forms

Renews STA's Utah state non-profit Business license each year

Approves all major expenditures and purchases

Works in conjunction with all committees and approves finalized decisions

Manages personnel: hears reports from Board Members, Manager and other pertinent people on a regular basis, brokers problems, and makes decisions based on information gathered

Sits on interview committees for Manager and other hired personnel

Member of Ephraim Square Executive Board (ESEB) with representatives from the Granary and a City Council member: attends meetings; coordinates activities of Co-op and Granary; works on projects such as creating a master landscaping plan for Ephraim Square

Promotes the mission of STA at all times