



**President**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Description

The President of the Board of Directors is the presiding officer and a key spokesperson for the Literacy Council. This is a volunteer position.

The President works closely with the Program Coordinator to oversee the smooth operation of the CCLC office, and the Program Coordinator reports directly to the President. Other working relationships include the officers and staff of the United Way of Charles County, Charles County Commissioners and their staffs, Charles County Board of Education, External Diploma Program (EDP), the Lifelong Learning Center, the Charles County Public Library, Southern Maryland Regional Library System (SMRLA), ProLiteracy, and other non-profit organizations and agencies within Charles County.

The duties of the President are as follows:

1. Prepares the agenda and presides over the monthly CCLC meetings.
2. Meets monthly with Executive Committee.
3. With the Executive Committee, ensures the smooth operation of the CCLC office including coordinating the vital parts of the operation of the Council to make sure that student testing, student matching, tutor training, social media, record keeping, tutor follow up, publicity and tutor/student recruitment are carried out.
4. Is the immediate supervisor of Program Coordinator and other paid personnel.
5. Appoints committees and chairs as needed and is an ex-officio committee member of all committees. When needed, assists committee chairs with various duties.
6. In cooperation with Program Coordinator and appropriate board members, signs, and submits annual grant requests for funding.
7. Prepares the agenda for and presides over a one-day summer retreat wherein ideas may be expressed and explored, discussions may occur without time constraints and strategic planning is allowed to develop.
8. Is ultimately responsible for the submission of all appropriate requests for funding and reports required for compliance with state and federal laws for Charles County Literacy Council, ensuring they are prepared and submitted on a timely basis as outlined in the CCLC Action Calendar, prepared and kept current by the Program Coordinator.
9. Is authorized to sign checks, transfer funds, and make appropriate purchases with the CCLC debit card in the absence, and with approval of the Treasurer.
10. Recruits and submits candidates to the Council for filling Executive Committee positions during and between elections.
11. Sits on the Personnel Evaluation and Salary Review Committee, evaluating the performance and recommending salary action and hours of the Program Coordinator and other paid personnel.
12. Represents the Literacy Council at quarterly meetings and other special meetings of the United Way of Charles County.

13. Represents or appoints CCLC representation on other non-profit coalitions, organizations, and agencies within Charles County when appropriate participation is required or recommended.
14. Participates in the Tutor Training Workshops held twice a year, in cooperation with Workshop Chair.
15. Represents the Council in the community, attending fund-raisers and meetings where appropriate, giving speeches, and being visible.