* 1. **PRESIDENT DUTIES AND RESPONSIBILITIES**
     1. Updates Wild Apricot Administrator profile.
     2. Updates Wild Apricot Account Administrators access.
     3. Pays Wild Apricot yearly expense.
     4. Changes passwords on applicable accounts.
     5. Creates new SLACK channel.
     6. Uploads pertinent files in SLACK under Governing Documents.
     7. By 28 February, schedules meeting to work on Standing Rules for upcoming year.
     8. Required to attend the two National events/conference.
     9. Required to attend the two State (CAR) events.
     10. Signs all contracts committing Network funds.
     11. Reviews tax documents and signs the yearly tax returns.
     12. Responsible for the completion of the Annual Report.
     13. Makes necessary arrangements for Installation of Incoming Officers.
     14. If President and President-Elect unable to attend Resource Luncheon, President assigns a Representative.
     15. Selects ‘Extra Mile Realtor of the Year’ award recipient.
     16. Responsible for maintaining storage of past tax records and ensuring available for future president.
     17. Uploads the latest Governing documents (historical purposes) to: Wild Apricot/Files/ 01\_Governing Documents
     18. Uploads pertinent President files by year (historical purposes) to: Wild Apricot/website/Files/ 02\_President/year
     19. Ensures all duties and responsibilities are documented correctly in a separate file and handed off to the Incoming President.