

Pilot Club President – Duties

- **Preside** at all club meetings and executive board meetings.
 - **Ensure reports are prepared and submitted** on time (to District and Pilot International).
 - **Oversee officers' responsibilities**, making sure membership updates, dues, and financial reports are handled.
 - **Appoint committees** as authorized by the board; serve as an *ex officio* (non-voting) member.
 - **Appoint a parliamentarian** and an audit committee.
 - **Serve on the Budget Committee** and approve unbudgeted expenditures (within club rules).
 - **Communicate** important updates from Pilot International and the District to the club members.
 - **Represent the club** in the community and within Pilot International.
 - **Promote membership growth and retention** through leadership and engagement.
 - **Sets the tone of the club**
 - **Attend Fall Council, District and International Convention**
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✧ Pilot Club President-Elect – Duties

- **Preside in the absence of the President.**
 - **Coordinate programs** for club meetings and events.
 - **Serve on the Budget Committee.**
 - **Countersign checks or vouchers** if the President is unavailable.
 - **Appoint division coordinators and committee chairs** for the upcoming year.
 - **Assign members to divisions/committees** (poll members for interests and use their talents).
 - **Select the Pilot International Founders Fund Representative** for the next year.
 - **Learn club operations**—become familiar with officer duties, bylaws, standing rules, and parliamentary procedure.
 - **Automatically advance to President** at the end of the current President's term.
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✧ In short:

- The **President** leads the club, ensures smooth operations, and represents it outwardly.
- The **President-Elect** supports the President, prepares for their term, and builds the next year's leadership team.