

## **INTRODUCTION**

As the highest-ranking officer in the lodge, the president ensures compliance with the Sons of Norway Charter and Constitution, and the rules, regulations and ceremonies of the lodge. The president guides, oversees and coordinates all that goes on within the lodge. The president's ability to motivate fellow officers to perform their duties and responsibilities, along with the ability to create an atmosphere of cooperation, energy and excitement, will help the lodge successfully attract and retain membership. The president's leadership will largely determine the image members and the community have of the lodge and Sons of Norway.

There are many references within this guide in respect to ceremonies, elections, committees, and running a meeting that will be helpful the lodge president. It is strongly recommended that the President become familiar with the Sons of Norway Charter and Constitution because it details the president's responsibilities, as well as the duties of all the other officers in the lodge. It also provides critical information about the governance of the lodge and its relationship to other aspects of the organization.

## **RESPONSIBILITIES**

### **Conduct Board/Business Meetings**

The president calls to order and presides over the meetings of the lodge board. The board should meet as often as necessary to conduct the business of the lodge; however, a minimum of four board meetings should be held during the year.

The board consists of the president, vice president, secretary, treasurer, financial and/or membership secretary and social and/or cultural director and such additional officers as the Local Lodge may deem necessary.

The board meeting should follow a written agenda that is developed by the president in consultation with the other board members. The board should attempt to minimize the amount of business that must be transacted at the regular lodge meeting.

## **LODGE MEETINGS**

A local lodge has the option to have at least one (1) or more meetings each month but must have a minimum of eight (8) meetings annually. At least four (4) times per year, the majority of the business needs to be transacted.

No two lodges plan their activities and meetings the same way. However, there are three patterns outlined below, which are quite common. The president's role in each is detailed.

### **REGULAR MONTHLY BUSINESS MEETING**

Many lodges have one regularly scheduled business meeting a month. Although there is business to conduct, there should always be a short cultural or social program of some kind. An installation of officers or some other special event can also serve as a program.

At these meetings, the president handles the business portion; the social director is generally responsible for refreshments and practical arrangements, while the cultural director is in charge of the cultural content of the programs.

Regular lodge meetings where business is conducted are closed meetings. A visitor may attend a closed meeting if the lodge president declares the meeting open and there are no objections from the membership.