

CHEYENNE MOUNTAIN ZOO AUXILIARY Job Description - 2024

Position Title: President
Reports to: Director of EdVenture Programs

Position Summary: The President is responsible for overseeing all auxiliary board activities, making sure decisions and activities adhere to and support all Cheyenne Mountain Zoo's policies and procedures. The President works closely with the Director of EdVenture to make sure auxiliary programs and education programs support one another. This position, also, presides at all auxiliary board and docent meetings. A comprehensive year-end report is compiled by the President and sent to the CEO, the Director of EdVenture Programs and the Grants Manager of CMZ.

Responsibilities and Duties:

- The president presides at all Auxiliary Board Meetings. Meetings are scheduled for every first Wednesday of the month, with the exception of July. If items come up the president may schedule a board meeting for July.
 - The president prepares an agenda for the Auxiliary Board meetings and emails it to board members and Stacey prior to the meeting. The agenda should list items for discussion and (if possible) attach the document that will be discussed, so Board members have time to review, in the event it is an item that needs Board vote and / or approval.
 - The president gives a report each meeting, summarizing any issues or other pertinent information related to the Zoo or Auxiliary.
- The president attends monthly docent meetings and reports on relevant information from Auxiliary and Zoo Board Meetings. Meetings will alternate each month with one month the meeting on Wednesday at 9:30 am and the next month the meeting will be on Saturday at 9:30 am.
- If no one from the Animal Department is available to attend a docent meeting, the president will give the animal report for the month (keep a copy of animal report given at AMP or Zoo Board meeting).
- The president has the option of facilitating meetings via ZOOM if warranted by specific situations.
- The president has a key to Safari Lodge and to the Auxiliary cabinet in the Lodge.

- The president:
 - Is a voting member of the Board of Directors of the Cheyenne Mountain Zoo which meets on the Thursday following the AMP meeting each month at 4:00 PM, usually in the Safari Lodge. A brief report of the Auxiliary activities should be presented at the meeting.
 - Attends the AMP meeting the second Tuesday of each month.
 - Is a non-voting member of the Education Committee.
 - Is an Ex-Officio member of all supplementary activities of the Auxiliary and should attempt to attend as many meetings as possible to stay apprised of what is happening within the organization.
- The president sends or approves emails sent to the Auxiliary email distributor for membership.
- The president makes sure the Auxiliary mail is collected from the Administration Building and distributed. The treasurer may also do this.
- The president and president - elect maintain close communication with the Director of EdVenture, meeting monthly prior to Zoo Board meetings (or at another mutually agreed upon time) to discuss any issues germane to the Auxiliary.
- The president prepares an article for all Zooline publications.
- The president collects year-end reports from all CMZA Board members. Reports from Ad Hoc Committees should also be included. These reports are added to the President's notebook.
- The president prepares a comprehensive year-end report and places it in the notebook. This report is also sent to the CEO, the Director of EdVenture and the Grants Manager of the Zoo.
- The president gives a message at the June Joint Meeting, summarizing the past Auxiliary year.
- It is suggested that the president attend the first and last new docent training sessions to welcome new trainees.
- At the initial Board meeting, the president should review key policy for the Safari Lodge.
- At the September docent meeting, the president should remind docents of confidentiality as it pertains to sharing of zoo news and materials that are shared with the Auxiliary or created by its members.

- The president should reach out to any docent requesting change in status to inactive, sustaining or resign to ascertain if any accommodation might be made to enable the individual to retain active status.
- The president will send documentation of Life Time hours and process for reinstatement to Active status to those docents who have requested a change in status. A copy of documentation should be kept.
- The president provides a brunch or luncheon for the last Board meeting as a token of appreciation to the Board members.
- The president handles highly sensitive information with discretion and confidentiality.
- Prior to suspension proceedings, the President will confer with a docent not practicing appropriate behavior standards or meeting docent expectations. Documentations of the meeting must be noted (including anecdotal notes) and EdVenture Director must be apprised of the issue.

→ Behavioral Guidance Process for Docents approved in June 2020 outlines the "process" for concern / complaint brought to either the President or Director of EdVenture.

Revised 6-5-2024 Jeanie Baratono

CMZA President