**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the position of Chapter President for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The Chapter President is an elected officer of the Chapter and is responsible for the overall operations of the Chapter. Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
	+ Contribute significant voluntary time and effort to make the Chapter successful
	+ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

The duties of Chapter President include:

1. Take the appropriate web based training for the position of President as prescribed by Society on the ASSP website
2. Attend the Society level Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended
3. Ensure all Chapter officers have taken their appropriate training for their position via the Society website
4. Ensure the Chapter performs all the necessary reporting to Society and IRS per the Chapter Bylaws
5. Encourage Chapter Executive Committee members to participate and perform their respective roles and duties
6. Fill vacancies in both officer and chair positions as needed

**Procedures:**

**Monthly General Meeting:**

1. Work with other members to set up for the monthly meeting by setting up the laptop, projector, screen, microphone, banner, registration, and marketing materials
2. Call the meeting to order and ensure timely completion (~ 7:20 am to finish at ~ 8:45 am)
3. Follow the established agenda to ensure consistent meeting experience

**Monthly Executive Committee Meeting:**

1. Lead and facilitate the monthly Executive Committee meeting (call to order at 7:00 am and adjourn by ~ 9:00 am)
2. Ensure a quorum is present to ensure that decisions made, and actions taken agree with the Chapter Bylaws or postponed until a quorum is established
3. Follow the established agenda to ensure all pertinent business is discussed and decisions are made with the Executive Committee

**General Duties:**

1. Maintain possession of the microphone, iPad for credit card payments, and Chapter Banner, and bring these items to the Monthly General meeting.
2. Participate as needed during the annual Symposium to represent the Chapter and support the President-Elect.
3. Attend the Regional Operating Committee meetings for Region 1 (ROC1) twice during the administrative year (spring and fall) to represent the Chapter
4. Ensure all required Chapter reports (Chapter Officer Report, Finance Report, Tax Filings, Bylaws update, Chapter Performance Report, etc.) are completed and submitted on time

**Resources:**

Laptop computer supplied by the Chapter

Agenda for the monthly General meeting

Agenda for the monthly Executive Committee meeting

Chapter website

Chapter Calendar

Executive Committee members

Society website – Officer Central

Society staff

Region 1 Vice President (RVP)

**Continuous Improvement:**

This document will be updated annually by the President and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.