

## **JOB DESCRIPTION FOR THE CHAPTER PRESIDENT**

- Prepare the agenda, preside at, and maintain the orderly and expedient conduct of business at Chapter meetings and Chapter board meetings.
- Attend regional meetings and national meetings of the association.
- Identify, cultivate and recruit future Chapter leaders.
- Appoint standing committee, subcommittee and special committee chairs (with the exception of executive and nominating committees) with the approval of the Chapter board.
- Monitor the activities of all Chapter committees.
- Serve as ex-officio (non-voting) member of all Chapter committees.
- Approve appointments of committee members made by committee chairs.
- Assign projects to appropriate committees and transfer projects based on work load, special expertise or other reasons in keeping with the best interests of the Chapter.
- Supervise the affairs of the Chapter according to policy set by the Chapter board.
- Appoint representatives to special projects authorized by the Chapter board.
- In cooperation with the secretary and treasurer:
  - Conduct the regular day-to-day business affairs of the Chapter,
  - Have signature registered with the bank servicing the Chapter and with any other financial institutions serving as a depository of funds.
- Call special meetings of the Chapter board as needed with seven days notice in writing or three days notice by telephone. (Note: these meetings can be teleconferenced in the interest of time and convenience.)
- Review all documents and records produced by the Chapter.
- Represent the Chapter (or appoint a representative) at the Chapter Presidents Council and attend the National House of Delegates. Note: For the House of Delegates, the elected Chapter Delegate(s) represent the Chapter during the National House of Delegates meeting.
- Facilitate conflict resolution through consultation with other officers, national volunteers or national staff.
- Maintain lines of communication with the national board and the national office.
- Share pertinent information with other Chapter officers.
- Be available to receive direct feedback from members for input to the Chapter board and to communicate, in an informed manner, information regarding actions of the Chapter board.
- Direct and refer members to appropriate volunteer and staff contacts as needed.
- Serve as Committee Chair (as appropriate for your Chapter's needs).

- Maintain communication with Chapter membership through regular reports via Chapter newsletter, and reports at Chapter meetings and Chapter board meetings.
- Ensure Chapter operations are consistent with the AMTA Strategic Plan.
- Fulfill the fiduciary, due diligence and other responsibilities of Chapter board members as described in the bylaws.
- Maintain orderly records of issues and actions taken during the term and supply the incoming president with those records to ensure a smooth transition.