

## **Position Title: Chapter President**

### **Purpose**

The Chapter President sets the direction and pace of the Chapter's activities based on the vision that has been determined by the Chapter membership, Chapter Board of Directors, and other Chapter Officers. The Chapter President serves as a leader, planner, mentor, mediator, and facilitator.

### **Eligibility**

In addition to being a Professional member in good standing and signing the Chapter Volunteer Code of Conduct, she/he must meet one or more of the following requirements:

- Completed one term year as a Chapter Board member within the last three years.
- Completed one term year as a Chapter committee chair within the last two years.
- Completed one term year as a National Standing Committee Chair or National Board member within the last two years.

### **Authority**

The authority of the Chapter President is conferred by the Chapter membership through election, as the highest-ranking elected officer in the Chapter, and as specified in the National AMTA Bylaws, Policy, and Chapter Standing Rules.

### **Accountability**

The Chapter President is accountable to the Membership by virtue of election and to the Chapter Board, the Chapter membership and the AMTA National Board through reporting activities.

The Chapter President agrees to uphold and abide by National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, and Chapter Standing Rules (if applicable), and Financial Policies & Procedures.

### **Term of Office**

The Chapter President shall be elected every even year for a term of two (2) years or until a successor is elected, not to exceed two (2) consecutive elective terms.

### **Relationship**

The Chapter President works most closely with Chapter Board members and appointees, Chapter staff or consultants, and National AMTA staff. The Chapter President also communicates with Chapter members, other Chapter Presidents, the Chapter Relations Committee, Chapter Relations Department, and/or other National volunteers, as appropriate.

### **Responsibilities**

1. Is a voting member of the Chapter Board of Directors.
2. Prepares the agenda for Chapter membership and Board meetings, and provides the agenda and all supporting documentation to Board members and appropriate appointees at least one week prior to the Board meeting.
3. Attends and presides over, or delegates authority, maintains order, and expediently conducts business at all Chapter meetings and Board meetings; and is familiar with Robert's Rules of Order.

4. Delegates authority to the 1<sup>st</sup> VP (or next officer in succession) when incommunicado for more than one week.
5. Shall not be the Chair of any committee, sub-committee, special committee, or workgroup.
6. Serves as ex-officio (non-voting) member of all Chapter committees.
7. May temporarily assume/delegate the responsibilities of vacant volunteer positions while working with the Chapter Board, Chapter Relations Committee and staff to fill the vacancy.
8. Attends (or delegates attendance) to regional and national meetings of the Association, at the Chapter Board's direction, as per policy, and/or as budgeted.
9. Identifies, recruits, cultivates, and mentors future Chapter leaders.
10. Appoints standing committee, subcommittee, special committee, and workgroup chairs (except the nominations committee), with the approval of the Chapter Board.
11. Approves appointments of committee members made by committee chairs.
12. Supervises the affairs of the Chapter.
13. Prepares and submits appropriate information for Chapter newsletter.
14. Reviews documents and records produced by the Chapter, including:
  - a) Minutes from Chapter Board of Directors meetings.
  - b) All contracts.
  - c) Legislative activities.
  - d) Financial Reports.
  - e) Committee Reports.
  - f) Newsletter or other communications such as e-mail announcements etc.
15. Oversees Chapter's budgeting and financial activities.
16. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
17. Directs and refers members to volunteer and staff contacts as appropriate.
18. Reports to the membership at the Chapter meetings.
19. Ensures Chapter operations are consistent with the AMTA Strategic Plan.
20. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Board members as described in National Bylaws and Policy.
21. Maintains orderly records of issues and actions taken during her/his term and supplies the incoming President with those records.
22. Facilitates the efficient, positive, and productive activities of the Chapter through consultation with other Chapter officers, National volunteers, and/or National staff.
23. Once a Chapter President has served two consecutive terms, in the event that no eligible candidate steps forward to run for the office of Chapter President, the current Chapter President remains in office until a successor is elected during a "special election" at the next scheduled business meeting and elections.
24. Is a signatory on all Chapter accounts per AMTA Policy.

### **Time Commitment**

The time commitment is approximately 5 - 15 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain National or chapter events or activities.

**Vacancy and Succession**

A vacancy in the President's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

**Removal from Office**

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Job Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.