



**S** eek new members and opportunities  
**O** pen your heart, mind, and attitude  
**A** ct to serve and share  
**R** each to renew, respond, and relate

## **Chapter President Duties**

### **Duties of Chapter Presidents**

*The following list reflects the responsibilities outlined in the Constitution and International Standing Rules (Article VI) as well as general practice.*

#### **Responsibilities**

- Act as presiding officer at regular and called meetings and direct the activities of her chapter
  - Act as chair of the chapter executive board
  - Serve as an ex-officio member with vote on the respective state organization executive board
  - Appoint a parliamentarian
  - Appoint standing and special committees
  - Approve for payment all expense claims
  - Approve publications
  - Fill by appointment all vacancies in office
  - Ensure chapter rules are up to date and in alignment with state organization bylaws and International Constitution
  - Ensure the chapter has a plan for strategic growth and development
  - Represent the chapter at meetings, conferences, and other events
  - Take action, with the advice and approval of the executive board, on matters which cannot be deferred until the next meeting
  - Check the file received from her predecessor, which should contain up-to-date materials
  - Become familiar with president's duties, the procedures and work of the Society, and the business that the chapter has transacted previously by studying materials and by attending conferences, conventions, and workshops, including leadership development.
  - Appoint and work through committees if committees are designated by chapter rules (see section on committee work)
  - Order supplies for membership: the membership certificates and keypin order forms, at least six weeks before an induction. Consider ordering the New Member Info Kit for each inductee.
  - Assure that recognition is given to any chapter member who is serving as a state organization or international officer, committee chair, or committee member
  - Attend meetings and workshops of the state organization and, whenever possible, the international conference and the international convention
- Note: It is suggested that the chapter pay all or part of the president's expenses to state organization meetings and, when possible, to international meetings because the president is the official representative of her chapter.*
- Participate (with the Finance Committee) in the processes of budget preparation and supervision of chapter finances
  - Work with the chapter to plan the activities for the year and serve as an ex-officio member of committees with vote if this is a part of the chapter rules
  - Notify the state organization of changes of officers during the biennium
  - Complete the Chapter President's Annual Report form (if required by your state organization) and mail the report to the person designated on the form
  - Work with the membership chair and the treasurer to contact each member who has not paid dues before she is dropped for non-payment of dues