



Southeast Chapter

Position Description: President

Document created: October 2012

Type of position: elected

Overall Description

- The President is responsible for overall activities of the chapter, including:
- Presiding over chapter board and business and general meetings
- Monitoring the progress of all chapter activities
- Appointing standing and temporary committees
- Acting as an *ex officio* member of all standing committees.
- Serving as chapter liaison with National Headquarters (HQ), including receiving and handling notices from the national office (eg, inquiries about the chapter, notification of new and dropped members, dues notices, etc.).
- Serving (or appointing a member) to be the chapter's voting delegate to AMWA national board meetings (Fall and Spring).

Specific Duties/Activities by Month

Dates below are approximate/suggested and may vary with dates of National and Chapter meetings. HQ sends National BOD-related deadlines via the Chapters Listserv.

Immediately after election (mid May):

- Read Chapter bylaws and National manual of procedures
 - Chapter Bylaws are located on the SE-chapter Website
 - <http://www.amwa.org/default/members.only/ChapterManual.pdf>
- Ask Web Site Manager to update officer profiles
- Ask Secretary to send list of new officers and their contact information to National AMWA Headquarters contact

- Work with previous year's Treasurer to add new Treasurer (if applicable) and one other executive committee member (if applicable) as signers on bank accounts and remove old Treasurer (if applicable) and other executive committee member (if applicable) from accounts

Early June:

- Confirm that officer information has been updated on National and Chapter Web sites
- Confirm that all officers have been subscribed to Chapters Listserv (contact HQ if not)

July:

- Ask Treasurer to prepare financial statement and budget

August:

- Poll officers/board members about possible dates/times for Fall BOD teleconference or face-to-face meeting (if applicable) and work with the secretary to set it up
- Conduct Fall Chapter BOD Meeting
- Make plans to attend the Fall National BOD Meeting (at Annual Conference) as SE-Chapter delegate or assign a delegate to attend. Notify HQ of identified delegate. Notify Treasurer of identified delegate for securing of travel funds (as appropriate). Apply with HQ for funds as needed.
- Work with Treasurer to create Financial Report for HQ.

September:

- Make travel plans to attend Fall National BOD Meetings (at Annual Conference)
- Prepare draft chapter report for circulation to the Chapter board for review and collaboration (i.e., ask Program Chair to provide meeting information). Submit final to HQ by due date.
- Send financial statement, budget, bank account statements, and chapter report to HQ for Fall National BOD Meetings

October:

- Attend Fall National BOD Meetings at Annual Conference (or send other delegate)

January

- Obtain date of Spring National BOD Meeting.
- Obtain due date of Spring chapter and financial reports.

Early to mid February:

- Make travel plans (or select other delegate) to attend Spring National BOD Meeting
- Ask Treasurer to update financial statement and provide most recent bank account statements

- Apply with HQ for funds to send delegate to Spring National BOD Meeting
- Prepare draft chapter report for circulation to the Chapter board for review and collaboration (i.e., ask Program Chair to provide meeting information). Submit final to HQ by due date.
- Send financial statement, budget, bank account statements, and chapter report to HQ for Spring National BOD Meeting
- Ask all applicable officers whether they would like to continue in their current positions; work with President-elect to begin recruiting new officers to fill positions that will be open

Late February:

- Poll chapter officers/board members about possible dates/times for Spring board of directors meeting and work with secretary to set it up
- Conduct Spring Chapter BOD Meeting; critical items for discussion, and slate of officers for upcoming year

March:

- Attend Spring National BOD Meeting (or send other delegate)
- Ask Treasurer to complete necessary tax form (due before May 15)

April:

- Finalize new slate of officers and conduct board vote to approve (by e-mail)

Mid May:

- Post any important files to AMWA Southeast website for historical reference
- Conduct vote and introduce new president at annual election and roundtables meeting

Throughout the year:

- Attend National Headquart (HQ) Leadership teleconferences and provide recap of meeting content to SE-Chapter board.
- Field occasional e-mail and phone inquiries about Chapter membership and events
- Prompt Newsletter Editor (as appropriate) when Chapter is due for a newsletter (every 2 to 4 months) or has accumulated a few articles and other information to publish
- If Treasurer is unable to attend a meeting where registration fees will be collected, confirm that Program Chair has designated someone else to collect fees, provide receipts, and pass out name tags
- Appoint successors for unexpected vacancies in the chapter board members-at-large, regional directors, or additional delegates to the national board meeting