



PRESIDENT

Job Description

The President shall be the chief elected officer of the chapter, shall preside at all meetings of the chapter and shall be an ex-officio member of all committees.

The President shall conduct all business meetings using the parliamentary authority chosen by the chapter. Robert's Rules of Order serves as the parliamentary authority for the Association.

As the chapter's chief elected officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis.

Specific duties include, but are not limited to:

- Appoint/have elected the following officers and standing and temporary chairs:
 - President-Elect
 - Past President
 - Secretary
 - Treasurer
 - Vice President of Membership
 - Vice President of Philanthropy
 - Nominating Committee Chair
 - Education/Program Development Chair
 - Communications/Newsletter Chair
 - Government Relations Chair
 - Parliamentarian
 - Mentorship Program Chair
 - National Philanthropy Day® Chair
 - Member-at-large(s)
- Notify AFP International Headquarters of all new officers by completing the Chapter Leadership Form due annually by December 15. Changes in elected or appointed officers due to resignation should be reported to IHQ immediately so that your chapter will continue to receive important information.
- Direct the activities of members of the board of directors.
- Welcome at-large members to the board of directors and direct their activities and responsibilities as necessary.

- Oversee chapter adherence to establish goals and objectives, supervise the activities of committee chairs and monitor individual committee progress.
- Review, on an ongoing basis, the organizational performance and effectiveness of all chapter activities. Recommendations can be made to the board of directors in the areas of chapter structure, operations and the chapter handbook as necessary.
- Work with the Nominating Committee to recruit board of director members when a vacancy occurs.
- Exercise general fiduciary responsibility for chapter activities in conjunction with the treasurer. Chapter expenses shall be monitored to assure operation within the prescribed limits of the annual budget.
- Exhibit leadership in formulating policy and programs, in accordance with the established goals and objectives of the chapter that further the mission statement of the chapter. To that end, the president shall be responsible for both short-term and long-term planning implementation of those plans to reach chapter goals.
- Call special meetings as necessary.
- Make a special study of the chapter's bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary.
- Be knowledgeable about and aware of all the business conducted by the chapter.
- Ensure that Chapter Accord requirements are completed.
- Prepare the agenda for all regular meetings and the Annual Meeting.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- The President and/or the President Elect will attend the AFP International Leadership Academy.
- Attend all board meetings.
- Be an AFP member in good standing.
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.