

Chapter President

Position Description

The chapter president is responsible for calling and presiding over meetings of the chapter membership. The president will also communicate effectively with the MARSP staff.

Duties and Responsibilities

1. Prepare the chapter's calendar at the beginning of the year, involving the executive board in preparation.
2. Plan interesting and informative meetings each year. A theme for the year might make meetings more interesting. Solicit suggestions from members and the executive board. Conduct an evaluation of the previous year's meetings.
3. Prepare an agenda for each meeting.
4. Observe Robert's Rules of Order. **Follow both MARSP and chapter bylaws and standing rules; and register annual business meeting voting delegates and alternates before the deadline date.**
5. Start meetings on time; follow agenda; keep items moving; end on time.
6. Avoid having any participant dominate an issue or agenda item.
7. Keep a sense of humor at all times.
8. Prepare carefully.
9. Speak clearly and loudly for all to hear. As the presiding officer, you are the leader.
10. Announce names of maker and seconder of motions. Restate motions clearly; repeat and explain motion if necessary.
11. Control the meeting, allowing free discussion or debate.

12. Appoint chairmen and committees by May 1st or as soon as you know you will be the next president. A meeting of the executive committee to approve appointees prior to the first board meeting is desirable.
13. Inform chairmen and committee of their duties. They need handbooks, materials and other information which **must be received from previous officers.**
14. **Encourage elected officers, chairmen and members to broaden their MARSP experience by attending area and chapter meetings and conferences.** The chapter, as it is financially able, should reimburse the attendee. Future leadership involvement can be developed through these experiences.
15. Arrive at meetings early and check public address system, flag etc.
16. **Respond to all requests from the MARSP Board/staff in a timely manner.**
17. When leaving office, each president should prepare and/or update a 3-ring binder with:
 - a. chapter bylaws
 - b. standing rules
 - c. president's handbook
 - d. additional committee handbooks (if available)
 - e. minutes of past year
 - f. newsletters
 - g. other pertinent materials

(New presidents should read this material)
18. **In accordance with MARSP Bylaws, chapter elected officers must be members of both the chapter and MARSP.** Suggested officers might be:

President	Recording Secretary
President-elect (optional)	Corresponding Secretary (optional)
Vice-president	Treasurer
Other officers as determined by chapter bylaws	

<u>Standing committees</u>	<u>Other suggested committees</u>
Bylaws	Nominating
Health Insurance	Audit
Legislative	Hospitality
Membership	Program
Others as determined by chapter bylaws	

Comment: Under most bylaws, appointments are made by the president with approval of the executive committee.

Sample Order of Business

Call to order by presiding officer

Introduction of first-time members or visitors

Program

Minutes of previous meeting – preferably printed and not read

Treasurer's report – preferably printed and not read

Standing and special committee chairman – brief reports

Unfinished business

New business

Adjournment

Note: Many chapters prefer to have the executive committee or board of directors handle the routine business of bills, correspondence, minutes and reports, with highlights presented at the general membership meeting. Many routine items are open to interested members at any time.

Characteristics of a Chapter President

1. Be an informed and respected leader.
2. Be personable, outgoing and proactive.
3. Possess good organizational skills.
4. Be a goal setter.
5. Be computer literate.
6. Possess good communication skills.
7. Be a TEAM member!