

**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, 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 or member within the last two years.
- Completed one term year as a National Board member, National Standing Committee Chair, or National Standing Committee member within the last two years.

**Authority**

The authority of the Chapter President is conferred by the Chapter membership through election and as specified in National AMTA Bylaws and Policy.

**Accountability**

The Chapter President is accountable to the Chapter Board, Chapter members and AMTA National Board of Directors by virtue of election.

The Chapter President agrees to uphold and abide by the Chapter Volunteer Code of Conduct.

**Term of Office**

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

**Relationship**

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

**Responsibilities**

1. Is a voting member of the Chapter Board and is familiar with Robert's Rules of Order.
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.
4. Delegates authority to any Chapter Board member when scheduled to be unavailable 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 National staff to fill the vacancy.

8. Attends (or delegates attendance) 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 communications.
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, social media, etc.
15. Oversees Chapter's budgeting and financial activities.
16. Is available to receive direct feedback from members and answer 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 the Chapter Volunteer Code of Conduct.
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.

### **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**

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

### **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 Chapter Volunteer Code of Conduct.
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 National Office must be contacted prior to Chapter Board voting on removal of a volunteer.