



Position Description

Chapter President

The chapter president has the responsibility and authority to accomplish the following duties.

- Presides at and attends all meetings of the chapter board of directors
- Serves as a non-voting member of the chapter board of directors
- Annually reviews the organizational structure of the chapter for effectiveness
- Keeps the chapter board and officers fully informed on the conditions and operations of the chapter
- Works with the chapter board in ensuring that the strategic plan is implemented to further the goals and objectives of the Society and the chapter
- Oversees chapter committees and task forces, outlining their purpose and duties in the context of the chapter's strategic plan
- Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
- Promotes interest and active participation in the chapter on the part of the Society, the chapter board and the chapter's ability to deliver programs and services to members by means of letters, publications or speeches
- Presents an annual report at the chapter annual meeting
- Acts as spokesperson for the chapter to the media, legislative bodies and related organizations
- Attends required training
- In cooperation with the treasurer (or board member with financial oversight responsibility), operates within an annual budget, and sees that the finances of the chapter are audited annually and reported to ASID headquarters on a timely basis
- Conveys the importance of the strategic planning process to the board and promotes an openminded approach in critiquing the chapter's strengths and weaknesses related to the chapter's ability to deliver services to all of its members
- Responsible to the chapter board, and through the board, to the membership for seeing that the programs and policies of the chapter reflect the needs and aspirations of the membership and the mission of the Society
- Ensures that all chapter communications are in accordance with ASID organizational messages and strategic direction

ROLES AND RESPONSIBILITIES

The basic functions of an ASID chapter president are to serve as chief elected officer, representing the entire membership and best interests of the chapter; to exercise personal leadership in the motivation of other officers, board members, committee members and staff; to implement the approved strategic plan for the chapter during term of office; to facilitate the chapter board in understanding its roles and responsibilities; to act as spokesperson and inspirational leader; and to take an important part in monitoring and evaluating chapter performance and effectiveness.