

PRESIDENT

OBJECTIVE

To provide leadership to the Chapter through all Chapter activities, various programs, and events effectuating a strong, viable Chapter

DUTIES

The President is involved with all aspects of the Executive Board and Chapter programs. These duties include:

- Schedules and presides over all monthly CEC meetings
- In lieu of a meeting, the Chapter President may call for a poll vote of the CEC via email, mail or phone on matters requiring a CEC vote
- Prepares annual kickoff meeting for each program year to discuss upcoming plans
- In contact with each Officer and Committee Director to ensure operating plans and financials are developed for upcoming year
- Submits all related pre and post-program year information to Regional and National
 - *Including:* Strategic Plan, Financial Plans, Chapter History, Chapter Recognition Plan, Meetings Plan, Education and Professional Development Plan, CGFM Plan, Membership Plan, Accountability Plan
- Ensures that all Officers and Committee Directors have a copy of the Policy and Procedures Manual
 - Works with Board to develop or maintain Chapter Policy and Procedures Manual
- Ensures that all Officers and Committee Directors have a copy of the Bylaws and are educated on Chapter
 - Works with Board to develop or maintain Chapter Bylaws
- Establish Chapter dues schedule for events and trainings with assistance from Board
- Prepares “President’s Message” on a monthly basis to be communicated via newsletter, website and/or email
- Provides a short introduction and welcome to attendees at various educational or other events
- Completing and submitting Chapter Recognition Points Plan on a quarterly basis
- Selecting President’s Choice Award recipient
- Reviews all actions of the Officers and Committee Directors and to take appropriate measures accordingly, if needed
- May designate duties to President-Elect when necessary

- Consistently promote AGA
- Attend National events when applicable