

Chapter President

A chapter president is one of the five (5) elected and required positions on the Chapter Advisory Board (CAB). This person serves as the official representative and presiding officer of the chapter and has the overall responsibility to keep it running efficiently and effectively for the good of all chapter members and the ASG, Inc. organization.

The responsibilities of a chapter president are to:

- Act as the primary link between the chapter, ASG National Headquarters, and other chapters in the region and around the country.
 - Ensure the good reputation of the chapter by keeping the chapter in compliance and good standing.
 - Provide all CAB members with job descriptions and Leadership Area password and username.
 - Preside at all chapter meetings and CAB meetings, including:
 - Preparing and distributing a detailed agenda in advance of each CAB meeting.
 - Arranging for another presiding officer for CAB meetings in her/his absence, asking, in order, the first vice president, then the second vice president, then the secretary, and finally the treasurer.
 - Proofing, reviewing, and approving the minutes before they are distributed to the rest of the CAB for approval.
 - Initiating and supervising, with the assistance of the CAB, the planning and implementation of chapter business, programs, and projects.
 - Setting the tone at chapter events appropriate to the occasion.
 - Exercise financial responsibility for the chapter, including:
 - Reviewing finances with the treasurer via the monthly Treasurer's Report.
 - Signing the signature card for all chapter bank accounts.
 - Signing chapter checks, as required.
 - Working with the treasurer to develop the annual budget and submitting it to the CAB for approval.
 - Ensuring that all chapter financial reports are submitted to Headquarters on time.
 - Signing all contracts.
 - Initiating steps, with the rest of the CAB, to cut expenses or gain income if the chapter is facing financial difficulties.
 - Encourage participation of chapter members in running the chapter:
 - Work with the rest of the CAB to identify and appoint committee chairs.
 - Serve as an ex-officio member of each committee established by the CAB.
 - Ask and encourage chapter members with skills to chair or join committees and run for CAB positions
 - Ensure good communications occur, by:
 - Writing a column for each issue of the newsletter.
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- Proofreading and giving final approval to the chapter's newsletters and its Web site.

- Sharing information about announcements, events, activities, programs, and services that come from within the ASG region or from Headquarters with the CAB and chapter members via the newsletter, neighborhood group meetings, monthly general meetings, e-mail messages, or the Web site of the chapter.

- Sharing chapter news with the regional representative, with directors, with Headquarters, with other presidents via the President's Forum, and/or with the Notions staff.

Represent the chapter, including:

- Speaking for the chapter, for example, in answering questions to the chapter from National Headquarters or responding to newspaper reporters.

- Appearing at community events, if asked.

- Attending the ASG National Conference, if possible.

- Attending the Regional Meeting, if possible.

- Casting the corporate vote for the chapter in any matters brought before the corporation at the annual meeting, if the chapter is chartered and in good standing.

- Casting the chapter vote for regional representative, if the chapter is chartered and in good standing.

Call special meetings of the CAB, its committees, or the general membership when necessary.

Encourage constant outreach to the community so that others may enjoy the benefits of ASG membership.

The President is the chief representative of the chapter at regional meetings and the annual ASG National Conference and the only one eligible to cast the chapter's vote. It is strongly suggested that the chapter budget funds for the president to attend these events. These funds may subsidize the cost of attendance or cover them entirely, depending upon the chapter's finances.

For further detailed information, please refer to the Leadership Library publication entitled *President's Guide*, which can be downloaded from the Leadership Area at the ASG Web site at www.asg.org.

Associated Topics and Information

"CAB Responsibilities," on page 8-2.

President's Guide can be downloaded from the Leadership Area of the ASG Web site at www.asg.org.

Electronic Communications Tip Sheet, on page E-2 .