

## **President:**

The duties of the President include the following:

- ❖ Represent the Chapter with National
- ❖ Hold and be present at all Officer and Chapter meetings, following by-laws as a guideline
- ❖ Be present at all other activities, such as Statewide Conference, half-day seminars, Community events, etc
- ❖ Create Calendar of Officer, Chapter meeting, half-day seminar and TN Statewide Conference Dates.
- ❖ Coordinate updating officer responsibilities and officer flow
- ❖ Send National Seminar dates to Webmaster
- ❖ Create agendas for Officer and Chapter meetings
- ❖ Prepare agenda and lead officer and chapter meetings
- ❖ Approve payments and spending
- ❖ Review the following monthly:
  - Officer Minutes
  - Chapter Minutes
  - Budget
  - Treasurer Report
  - Speaker Evaluation
  - PaySmart
- ❖ Update Chapter Profile on National Website (user name and password provided by National when position changes)– as needed or President changes
- ❖ Continually review Website and send updated information
- ❖ Write articles for PaySmart and review prior to being released
- ❖ Suggested to write Articles for National APA or delegate to an officer or member involved in the topic area
- ❖ Update Chapter officer information with National - January
- ❖ Attend Leadership Webinar
- ❖ Obtain photo of members and officers to send to National for Annual Report by May
- ❖ Coordinate and submit COTY to National – February
- ❖ Coordinate and submit Chapter Pictorial to National – April
- ❖ Coordinate and submit Best Chapter Website to National – April
- ❖ Coordinate and submit Dream Theme contest to National when GNC hosts Statewide – April
- ❖ Attend all Community Service Events
- ❖ Present all Volunteers with Certificate of Appreciation – December or February
- ❖ Present outgoing officers with a gift and thank them for their services at February meeting
- ❖ Introduce the incoming officers at the December or February meeting

- ❖ Presidents Letter Monthly to **Chapter Communication Coordinator & Webmaster**
- ❖ Assist all **officers** in their duties and follow-up for timeliness
- ❖ Send list of new National members to **Director of Membership**
- ❖ Assign a **Nomination Chair** in August