

## Chapter Board Job Descriptions - President

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**General** The Chapter President is the chief executive officer of the chapter and may serve as an ex-officio member of all committees, with the possible exception of the Nominating Committee. It is advisable that the President read and understands all parts of the chapter and ARMA operations, as it is vital to the success of the chapter.

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**Term** Depending on the chapter bylaws, the President may serve one or two terms.

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**General Duties of the office** Below you will find a list of general duties for the office of Chapter President.

1	Consult with the Board of Directors on matters of chapter policy and the development of annual goals and objectives.
2	Report information, instructions, recommendations, and suggestions received from ARMA International headquarters to the directors, officers, and committee chairmen.
3	Report names of the chapter officers and chairmen to HQ and the Region Manger.
4	Represent the chapter in relations with other professional, business, and service organizations.
5	Represent the chapter in relations with the region and the Association.
6	Acknowledge letters and other correspondence addressed to the chapter and route to the appropriate chapter officer, director, or committee chairman for proper handling. May prepare letters/e-mail, and other official communications of the chapter.
7	Maintain current policies and procedures and ensure that the successor knows how and where to access them.
8	Plan to attend ARMA International's Annual Conference and Expo in the fall, as there is a Chapter Leadership Day intended to provide chapter officers an in-depth look at the issues and resources affecting the chapters.

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## Chapter Board Job Descriptions - President, Continued

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### **Financial Duties**

Below you will find a list of financial duties for the office of Chapter President.

1	Receive and review bank statements before giving them to the Treasurer for reconciliation.
2	Receive and review escrow monies and statements before giving them to the Treasurer for recording and the Membership director for updates.
3	Ensure the 990 Form due to HQ in August has been completed and sent.

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### **Committee Duties**

Below you will find a list of Committee duties for the office of Chapter President.

1	Appoint committee chairmen and members as instructed per the chapter's bylaws and/or policies and procedures.
2	Communicate with committees and assist in special projects.
3	Receive reports from the committees and obtain the necessary action by the board. Forward these reports to the Secretary for the chapter records.
4	Ensure that the Awards Committee Chairman submits the name of the individual to be Chapter Member of the Year to the Chapter Liaison at ARMA International headquarters by August 1st.

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## Chapter Board Job Descriptions - President, Continued

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### Region Duties

Below you will find a list of Region duties for the office of Chapter President.

1	Prepare special reports on chapter activities at the request of the Region Manager.
2	Represent the chapter in relations with the region and the Association.
3	In concert with the chapter Board of Directors, complete the Chapter Visit Report to let the Region Leadership and ARMA International HQ aware of issues and what can be done to assist the chapter.
4	Attend the Region Leadership Conference during the summer months, which purpose is to orient the new presidents to the job of serving a chapter.
5	The chapter should share with the Region Manager and Coordinators its executive minutes, treasurer's reports, and any other ideas emanating from the chapter.

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### Meeting and Chapter Operation Duties

It is the President's duty to preside at regular and special meetings of the chapter, issue calls for meetings of the Board of Directors, and prepare the agenda and forward it to Board members with the meeting notice. They are also expected to conduct meetings of the Board of Directors (unless this is performed by the Immediate Past President according to the chapter by-laws.)

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## Chapter Board Job Descriptions - President, Continued

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### Membership, Chapter, and HQ Processes

As the chapter President is the main communication link between the chapter and the members, it is important to understand the roles of the chapter and HQ in regard to membership.

Get new members involved right from the start. Educate them about ARMA, the chapter, and goals that have been established for the year. Let them see where they fit in and how their involvement will enhance and expand the profession.

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### Chapter President Communication Tips

There are many events in the life of a chapter board that could result in miscommunication. To avoid these instances, the chapter President should take the following steps to facilitate effective communication. This applies to the interaction of the chapter board, the chapter membership, and the region and HQ leadership.

1	Review incoming postal mail and e-mail addressed to the chapter at least once a week.
2	Look for reply or response dates that must be met. Check weekly for the deadlines for what must be done.
3	Send out communications to the appropriate board or committee members for their information or action. If it pertains to more than one person, distribute as necessary.
4	Follow-up on delegated tasks. Reassign if necessary.
5	Break down the chapter responsibilities into small, manageable tasks. Do not overwhelm new or potential members, and do not expect them to know what to do.
6	Encourage new ideas. Ask for input from the entire chapter. Be an approachable and available president. Encourage all board members to do the same.
7	Share what you have learned! Share successes with the region and HQ leadership. Network with other chapters.
8	Recognize the hard workers within the chapter. It is impossible to say, "thank you" or "well done" enough!

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