

PRESIDENT

Job Description

Length of Term: 2 years as President, 2 years as Immediate Past President

Average Time Commitment per Month: 40 hours

Overview: The President must be an AFP member in good standing. The President shall be the chief elected officer of the chapter, shall preside at all meetings of the chapter and shall be an ex-officio member of all committees.

As the chapter's chief elected officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP Global on a timely basis.

Specific duties include, but are not limited to:

Board Governance: The President shall conduct all business meetings using the parliamentary authority chosen by the chapter. Robert's Rules of Order serves as the parliamentary authority for the Association.

- Appoint/have elected the following officers and standing and temporary chairs:
 - President-Elect
 - Immediate Past President
 - Secretary
 - Treasurer
 - Membership Chair
 - Philanthropy Chair
 - Education/Program Development Chair
 - CFRE Program Chair
 - IDEA Chair
 - Communications Chair
 - Governance Chair
 - National Philanthropy Day® Chair
 - Member-at-large(s)
- Attend all board meetings and direct the activities of members of the board of directors.
- Welcome at-large members to the board of directors and direct their activities and responsibilities as necessary.
- Work with the Committee on Directorship to recruit board of director members for the upcoming slate and in the event a vacancy occurs.
- Plan annual Board Retreat with President-Elect

- Call special meetings as necessary.
- Make a special study of the chapter's bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary.
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.
- Exercise general fiduciary responsibility for chapter activities in conjunction with the treasurer. Chapter expenses shall be monitored to assure operation within the prescribed limits of the annual budget.

Program Development: The President shall exhibit leadership in formulating policy and programs, in accordance with the established goals and objectives of the chapter that further the mission statement of the chapter. To that end, the president shall be responsible for both short-term and long-term planning implementation of those plans to reach chapter goals.

- Be knowledgeable about and aware of all the business conducted by the chapter.
- Prepare the agenda for all regular meetings and the Annual Meeting.
- Ensure that Chapter Accord requirements are completed.
 - Deadlines:
 - Chapter Leadership: Dec. 15 for the upcoming year's leadership
 - Full Accord Application: Jan 15 for the previous year's activities
- Oversee chapter adherence to establish goals and objectives, supervise the activities of committee chairs and monitor individual committee progress.
- Review, on an ongoing basis, the organizational performance and effectiveness of all chapter activities. Recommendations can be made to the board of directors in the areas of chapter structure, operations and the chapter handbook as necessary.
- The President and/or the President Elect will attend the [AFP LEAD](#) conference.
- Serves on selection committee for the chapter's National Philanthropy Day awards

Other Resources Available from AFP Global

[Chapter Leader Resource Guide](#)
[Resources for Chapter Presidents](#)
[Chapter Leader Guide](#)