



## President

As the Chief Executive Officer of the Chapter, the **President** is expected to perform all the duties specified by the Constitution and Bylaws or those approved by the Board of Directors.

The Chapter's success depends largely on the President's skill as a manager. The President establishes Chapter objectives for the year and determines whether these objectives contribute to the Chapter's long-range goals.

The President stewards the Chapter's progress and ensures leaders are developed to grow the Chapter. Choosing the right people for the right jobs is key to a successful presidency, so special attention should be paid to nominating qualified people to the various committees.

The President must be aware of and understand the AMA's administrative practices described in Chapter Officers Guide.

One of the President's most important responsibilities is to work with the President-Elect to prepare the Chapter for the following year.

### **Specific Responsibilities:**

- Attend the AMA Leadership Summit immediately preceding term
- Facilitate monthly Board meetings
- In partnership with the President-Elect, oversee, guide, and support VP positions
- Maintain regular contact with Advisory Board/Past Presidents Council
- Fiscal responsibility to Board and Members including:
  - Work with Treasurer and Bookkeeper to ensure financial transparency
  - Set programming budgets
  - Approve chapter expenses
  - Set allocations for regional and national retreats
- Ensure submission of all documentation to AMA Headquarters in a timely manner
- Work with President-Elect to collect and compile information for Chapter Excellence Awards submission
- Commitment to serve as an engaged Immediate Past President upon completion of term as President
- Supervise the Executive Director – paid position
- Responsibilities common to all Officers and Directors

### **Recommended Qualifications:**

- Minimum of three years Board experience before becoming President
- Successful track record of building and leading a team
- Ability to coordinate the diverse efforts of the organization toward membership growth

**Time Commitment:**

- 10-15 hours per week
- Attend various monthly committee meetings throughout the year
- Attend monthly board meetings