



Southeast Chapter Position Description: President

Document created: October 2012; modified October 2017

Type of position: elected

Overall Description

- The President is responsible for overall activities of the chapter, including:
- Presiding over chapter board and business and general meetings
- Monitoring the progress of all chapter activities
- Appointing standing and temporary committees
- Acting as an *ex officio* member of all standing committees.
- Serving as chapter liaison with National Headquarters (HQ), including receiving and handling notices from the national office (eg, inquiries about the chapter, notification of new and dropped members, dues notices, etc.).
- Nominating a Chapter Advisory Council representative.

Specific Duties/Activities by Month

Dates below are approximate/suggested and may vary. President is responsible for verifying due dates and conducting at least four chapter BOD meetings per term.

Immediately after election (early October):

- Read Chapter bylaws/procedures and National manual of procedures
 - Chapter Bylaws are located on the SE-chapter Website
 - http://www.amwa.org/page/chapter_handbook
- Ask Web Site Manager to update officer profiles
- Ask Secretary to send list of new officers and their contact information to National AMWA Headquarters contact

- Work with previous year's Treasurer to add new Treasurer (if applicable) and one other executive committee member (if applicable) as signers on bank accounts and remove old Treasurer (if applicable) and other executive committee member (if applicable) from accounts

October:

- Confirm that officer information has been updated on National and Chapter Web sites
- Confirm that all officers have been subscribed to Chapters Listserv (contact HQ if not)
- Ask President-elect to plan chapter dinner for Medical Writing and Communications Conference.
- Ask Treasurer to prepare financial summary for annual business meeting
- Ask Treasurer to prepare form 990-N

November:

- Conduct business meeting with immediate past president and treasurer
- Submit for 990-N to IRS and HQ

December:

- Make travel plans to attend Fall National BOD Meetings (at Annual Conference)
- Prepare draft chapter report for circulation to the Chapter board for review and collaboration (i.e., ask Program Chair to provide meeting information). Submit final to HQ by due date.
- Send financial statement, budget, bank account statements, and chapter report to HQ for Fall National BOD Meetings

February:

- Obtain due date of spring chapter activity reports.
- Prepare draft chapter report for circulation to the Chapter board for review and collaboration (i.e., ask Program Chair to provide meeting information). Submit final to HQ by due date.

March:

- Send chapter activity report to HQ
- Prepare annual report for State of TN and submit by due date.

July:

- Obtain due date of fall chapter and financial reports
- Prepare draft chapter report for circulation to the Chapter board for review and collaboration (i.e., ask Program Chair to provide meeting information). Submit final to HQ by due date.
- Send financial statement, budget, board meeting minutes, and chapter report to HQ

September:

- Ask all applicable officers whether they would like to continue in their current positions; work with President-elect to begin recruiting new officers to fill positions that will be open
- Finalize new slate of officers and conduct board vote to approve (by e-mail)
- Confirm that all important files have been archived on website as appropriate

October:

- Introduce new officers and conduct board transition meeting

Throughout the year:

- Attend National Headquarters (HQ) Leadership teleconferences and provide recap of meeting content to SE-Chapter board.
- Field occasional e-mail and phone inquiries about Chapter membership and events
- If Treasurer is unable to attend a meeting where registration fees will be collected, confirm that Program Chair has designated someone else to collect fees, provide receipts, and pass out name tags
- Appoint successors for unexpected vacancies in the chapter board or appointer positions