

President

Duties

1. Serves as Executive officer of the chapter, Chair of the Board of Directors, and *ex officio* member of all committees, except the Nominating Committee.
2. Presides over all Board of Director meetings and chapter membership meetings.
3. Consults with the Recording Secretary to prepare an agenda for Board meetings and requests that she distribute the agenda in advance of the Chapter Board of Directors meetings.
4. Calls special meetings, as needed, of the Board of Director or the membership at any time by means of advance notice of the time, place, and purpose thereof. This notice must be given to each board member and/or chapter member.
5. Sees that all orders and resolutions of the chapter and Board of Directors are affected or implemented.
6. Appoints chairs of all standing and special committees, subject to ratification by the Board of Directors. Consults Standing Rules for current guidelines.
7. Manages deadlines and assures that all chairs and committees' function and all officers fulfill their duties.
8. Replaces any chair failing to fulfill her duties or fills any chair vacancy occurring by reason of resignation, incapability to perform duties, extended illness or poor standing in the chapter. Such vacancies shall be made by appointment subject to ratification of the Board of Directors. Appointments must be made as soon as practical and in most cases within thirty (30) days.
9. Appoints a member within thirty (30) days to fill a vacancy among the officers. Such appointment is to be made from within the Board of Directors and is subject to ratification by a majority of the board members.
10. Appoints a member to fill a vacancy on the Board of Directors within thirty (30) days.
11. Appoints a Nominating Committee in accordance with the Standing Rules and appoints tellers for the elections.
12. Chairs the Annual Election meeting unless she is a nominee. If she is a nominee, appoints a presiding officer.

13. Works with the Treasurer on budgeting. Requests that the Treasurer schedule a budget meeting as soon as practical after annual officer elections are complete.
14. Works with the Treasurer to ensure that arrangements are made to have the financial records audited as soon as possible after the beginning of the fiscal year on May 1.
15. Submits expense statements as necessary to Vice President for review and approval and to Treasurer for payment.
16. Approves/disapproves any reimbursement requests for expenses incurred by board members, committee chairs and chapter members.
17. Keeps Vice President up to date on all chapter business. When the President will be absent, informs the Vice President, and helps her plan the agenda for a board meeting or weekly announcements of importance.
18. Keeps officers and board members well informed of all happenings and seeks their counsel often. Keeps the chapter members informed as appropriate, including weekly announcements of importance.
19. When immediate notification to the chapter for any purpose is required, posts appropriate update to the website or private Facebook group, sends email notifications and/or requests group text notifications, as necessary.
20. May send out all-chapter emails or request that information be added to the weekly email newsletter. Peer reviews weekly chorus newsletters prior to distribution, as necessary.
21. Attends president/team leader events at regional educational meetings.
22. Serves as chapter contact for the Region and for the International organization. Upon receipt of chapter mail, passes on pertinent information to coordinators, committee chairs, officers, and membership. Maintains appropriate files. Promptly answers all correspondence requiring reply or passes to the Corresponding Secretary as appropriate.
23. Keeps electronic files of the chorus work that she handles and ensures that files are uploaded to cloud storage or otherwise made available to the next person filling her position.
24. Greets guests when possible. May write notes to each.
25. Interviews prospective members and ensures that applications are extended and presented promptly to the Board of Directors and membership.

26. Routes pending applications, (as necessary), resignations, and general correspondence to the Corresponding Secretary and gives processed applications to the Membership Chair for her files.
27. Collaborates closely with the Director to keep up with her plans, needs, and challenges. In coordination with the Director, schedules time for appropriate chorus business events (annual meeting, chapter board elections) and miscellaneous events such as pre-contest “send-off,” etc.
28. Assumes responsibility for long-range planning, gathering appropriate levels of input from the Director, Board of Directors, and chapter membership.
29. Identifies future chapter and regional leadership and seeks to mentor and grow these future leaders to the extent possible.

Ratified by CBOD: 2/20/2025