



Position Description ***President***

The President of the Chapter is an elected officer who serves a one-year term as the Chapter's chief executive officer. Essential functions of the position include but are not limited to:

1. Conducts the business of the Chapter in accordance with the Chapter's by-laws.
2. Serves as Chair of the Board of Directors.
3. Presides at all business sessions.
4. Creates President's Message for the web page.
5. Serves as the chief spokesperson for the Chapter on all issues pertinent to the profession of public sector human resources administration and keeps the Board of Directors advised on statements relating to such matters.
6. Represents the Chapter among Chapter members, the general public and other professional organizations.
7. Maintains contact with the general membership for the Chapter.
8. Responsible for overall timely submission of Chapter reporting and invoice payment to Association Headquarters.
9. Receives, disseminates and responds to as appropriate, memoranda from Association Headquarters concerning Association matters.
10. Appoints the three member Nominating Committee 60 days prior to Chapter elections to coordinate Chapter elections.
11. Appoints the three-member Audit Committee to audit and close out year-end financials of the Chapter.
12. Represents the Chapter at annual Leadership Conference.
13. Ensures financial institution signature cards are updated with Treasurer.
14. Serves as the liaison between Chapter website host/administrator and the Board.
15. Designates current Board members to discharge duties of opened positions on the Board.
16. Represents the Chapter at Association and/or regional conferences.

