

APICS DANBURY CHAPTER #242 – JOB DESCRIPTION - PRESIDENT

The President of APICS Danbury chapter #242 is the leader of the chapter. To carry out the chores and duties of the President the president will provide leadership and guidance to the board of directors. The President's duties are not to DO but to lead, to follow up, to keep the board on track, to meet the goals and objectives in the marketing plan.

The President's main duties:

1. Chair Board of Directors meetings. Provide a detailed agenda at least 1 week in advance of the meeting. Follow up the week before the meeting to make any corrections to the agenda and remind board members of the meeting.
2. Attend the Professional Development Meetings.
3. Attend all BOD, PDM, special events and District activities.
4. Keep a running list with the secretary of action items. Follow up with all members with open action items before the BOD meeting to determine status of open issues.
5. Recruit new BOD members when an absence exists. Report to the BOD on all recruitment activity between BOD meetings and report on potential candidates
6. Publish monthly a "Letter from the President" for both the web page and the Newsletter.
7. Coordinate succession in leadership with the Executive Vice President. Assure no vacuum in leadership will exist when transition of office occurs.
8. Maintain an accurate job description for the position.
9. Review with each BOD member the goals of each department to facilitate overall objective planning for the year.
10. Assure all position job descriptions are on file, and strategic plan is in place

Technical Requirements

1. Ability to work with the board of directors.
2. E-mail communication.
3. C-manual review for Chapter management.
4. Willingness to learn how to run a non-profit business.

Time Requirements

1. BOD meetings 1 x per month at 3 hours each 11 x per year
2. Transition meeting 1 x per year
3. District meetings - 4 weekends per year as scheduled, including President's Meeting
4. Professional Development Meetings 1x per month 5 – 8 times per year
5. 5 – 10 hours per month depending of level of chapter activity.