



<b>Board Position:</b>	President	<b>Eligible to Vote:</b>	
<b>Chapter Name:</b>		<b>State:</b>	
<b>Term Start Date:</b>		<b>Term End Date:</b>	
<b>Reports to:</b>			
<b>Job Description</b>			
<p><b>Objective:</b>  Assess and execute chapter wide goals throughout assigned term. Coordinate and host monthly chapter board meeting &amp; annual strategic planning meeting. Oversee succession planning by position and ensure board member participation for duration of terms.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>✓ Host monthly board meeting; call to order, manage agenda, coordination of board reports, record action items, adjourn.</li> <li>✓ Work with Treasurer and President Elect to determine annual budget items</li> <li>✓ Meet with all board positions to develop annual chapter goals by position to include timelines, and follow up expectations</li> <li>✓ Work with HUPAC Chair to determine annual contribution goals and fundraising planning</li> <li>✓ Oversee chapter hosted events and determine revenue goals for each event</li> <li>✓ Maintain Triple Crown status</li> <li>✓ Recruit board members to open seats; facilitate introductory meeting with each new incoming chair to review responsibilities</li> </ul> <p><b>Expected Commitment:</b>  Monthly Deliverables (based on board's strategic plan)  Chapter Board Meetings and Events  Regional and National Meetings and Events</p>			
<b>Chair:</b>		<b>President:</b>	
<b>Sign:</b>		<b>Sign:</b>	
<b>Date:</b>		<b>Date:</b>	