

	MEMBER AND VOLUNTEER HANDBOOK	INDEX NO. 3018	APPROVAL LEVEL EB
	SUBJECT Chapter President's Responsibilities	EFFECTIVE 9/12	SUPERSEDES 11/07
	SPECIAL DISTRIBUTION Chapter President		

POLICY

The elected chapter president is the leader of the chapter and presides at meetings of the chapter membership.

PROCEDURE

Responsibilities

1. A President's Handbook is provided to each chapter and is to be handed down to each succeeding president to use as a guideline during his or her term.
2. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, Bylaws, and Member Code of Ethics.
3. The chapter president is responsible for seeing that all the duties and responsibilities of all the other chapter officers are performed in a timely manner in accordance with FMCA's requirements.
4. The chapter president receives all Governing Board mailings to help keep the chapter informed on national FMCA activities.
5. The chapter president should see that all needed committees are duly elected or appointed.
6. The chapter president may annually request one of the following items: a banner, a coffeepot, or a prize package. Requests for these items must be made six to twelve weeks in advance of the opening day of the rally. **PLEASE NOTE: The annual gift option is currently suspended.**