



## **Expectations of the President** (One-Year Term)

### **Bylaw VI: DUTIES OF THE OFFICERS**

Article 1. The duties of the President shall be:

Section 1. The President shall:

Preside at any meeting of the Chapter and the Executive Board,  
Represent the Chapter on matters of business or public relations,  
Appoint replacement members to the Board with consent of Board,  
Appoint such committees and their chairs, as may be necessary for the good of the Chapter,  
Be an ex-officio member of all committees,  
Be the official contact person for National and Regional correspondence,  
Insure that all necessary reports and submissions are made as required by law or by the National or Regional organization,  
Sign checks on the Chapter account in the absence of the Treasurer,  
Call special meetings when necessary,  
And shall further perform such duties as may hereafter be adopted by any rules, regulations, or resolutions of the Chapter, the Region or the National Organization.

Additional Duties include

- Must be a paid member of AAIDD
- Assumes Presidency at 1st meeting following conference
- Set up meeting dates and locations at 1<sup>st</sup> meeting after conference
- Set agenda for each meeting- send with minutes to board
- Keep membership roster current with up-to-date phone numbers and addresses and distribute
- Conduct each meeting
- Appoint committee chairs, members and task forces
- Appoint ad hoc Executive board members to fill vacancies between elections
- Serve as central figure (host/hostess) at conference- introducing keynote, giving welcome speech
- Take care of all correspondence to and from State AAIDD
- Serve on region V Board
- Automatic Succession from President to Past-President