|  |  |
| --- | --- |
| *Policy Number:* | 1.1.3 |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC –Chapter President Responsibilities |

**Purpose:**

Defines the duties of the SD/IC APIC Chapter President

**Scope:**

Applies to this chapter only.

**Policy:**

This position reports to National APIC.

Term of Office: 1 Year – Elected by membership.

The President shall:

1. Be directly responsible to the chapter board of directors (board) for the administration of the organization.

2. Delegate committee activities and appoint members to committees as necessary with board approval.

3. Preside at all board and chapter meetings of the chapter.

4. Be the principal spokesperson for the chapter.

5. In general, perform all duties and have all powers customarily incident to the office of the president and such other duties and powers as may be prescribed by the board from time to time.

6. Sign with the secretary, or any other proper officer of the chapter authorized by the board, any deeds, mortgages, bonds, contracts, and other instruments that the board has authorized to be executed.

7. Serve as the primary communication link with APIC HQ on matters such as reporting chapter leadership, chapter dues, and other business- and communication- critical information. Further, the president must respond to APIC requests, notices, and other communications in a timely manner or a designated deadline.

8. Facilitate the determination of the yearly goals for the Chapter through chapter membership input (see template slide set below)

9. Attend (when possible) CACC meetings (4 per year) to represent SD/IC APIC chapter for voting and discussion.

Potential Responsibilities by timeframe:

Daily:

* None

Weekly:

* None

Monthly:

* Put together the agenda for each month’s chapter business meeting. Solicit agenda items from the Board and membership. Send to Chapter Secretary AT LEAST one week before the Chapter meeting to distribute to the membership. (see example below)
* Facilitate the monthly Chapter business meetings.

Yearly:

* Facilitate AT LEAST two (2) Chapter Board meetings per year. Make sure minutes are taken by Secretary to document the meeting and assign action items.
* Follow up with Education Chair in September of each year to assure meeting venue for upcoming year has been acquired and chapter education is forthcoming.
* Be a resource and assist President Elect in planning of Annual Conference.

Templates and related documents:



|  |  |
| --- | --- |
| *Approval Date:* | 10/6/17 |
| *Reviewed & Revised:* | 10/6/17 |
| *Review Responsibility:* | SD/IC APIC Chapter Board of Directors |
| *Next Review Due:* | 10/6/18 |