

4. Delegates authority to the 1st VP (or next officer in succession) when incommunicado for more than one week.
5. Shall not be the Chair of any committee, sub-committee, special committee, or workgroup.
6. Serves as ex-officio (non-voting) member of all Chapter committees.
7. May temporarily assume/delegate the responsibilities of vacant volunteer positions while working with the Chapter Board, Chapter Relations Committee and staff to fill the vacancy.
8. Attends (or delegates attendance) to regional and national meetings of the Association, at the Chapter Board's direction, as per policy, and/or as budgeted.
9. Identifies, recruits, cultivates, and mentors future Chapter leaders.
10. Appoints standing committee, subcommittee, special committee, and workgroup chairs (except the nominations committee), with the approval of the Chapter Board.
11. Approves appointments of committee members made by committee chairs.
12. Supervises the affairs of the Chapter.
13. Prepares and submits appropriate information for Chapter newsletter.
14. Reviews documents and records produced by the Chapter, including:
 - a) Minutes from Chapter Board of Directors meetings.
 - b) All contracts.
 - c) Legislative activities.
 - d) Financial Reports.
 - e) Committee Reports.
 - f) Newsletter or other communications such as e-mail announcements etc.
15. Oversees Chapter's budgeting and financial activities.
16. Receives direct feedback from members and answers their questions about actions of the Chapter Board.
17. Directs and refers members to volunteer and staff contacts as appropriate.
18. Reports to the membership at the Chapter meetings.
19. Ensures Chapter operations are consistent with the AMTA Strategic Plan.
20. Fulfills the fiduciary, due diligence, and other responsibilities of Chapter Board members as described in National Bylaws and Policy.
21. Maintains orderly records of issues and actions taken during her/his term and supplies the incoming President with those records.
22. Facilitates the efficient, positive, and productive activities of the Chapter through consultation with other Chapter officers, National volunteers, and/or National staff.
23. Once a Chapter President has served two consecutive terms, in the event that no eligible candidate steps forward to run for the office of Chapter President, the current Chapter President remains in office until a successor is elected during a "special election" at the next scheduled business meeting and elections.
24. Is a signatory on all Chapter accounts per AMTA Policy.

Time Commitment

The time commitment is approximately 5 - 15 hours per week, depending on Chapter activities. The time commitment may be higher before and/or during certain National or chapter events or activities.

Vacancy and Succession

A vacancy in the President's position will be filled according to AMTA Bylaws, Policy, and Chapter Standing Rules.

Removal from Office

An officer may be removed from office for failure to:

1. Fulfill her/his duties and responsibilities (dereliction of duties).
2. Abide by the National AMTA Bylaws, Policy, Position Description, Chapter Volunteer Code of Conduct, Chapter Standing Rules, Financial Policies and Procedures.
3. Keep AMTA membership dues current.

Removal shall occur upon recommendation from a Chapter Board member with a two-thirds vote of the entire Chapter Board.

The President, as a Chapter volunteer, is also subject to the Chapter Volunteer Conflict Resolution Process.