**President**  
Term of office: July 1 to the following June 30.

Qualifications:

* Must have been an ASSE member in good standing for at least one year prior to election and
* Be either a Professional Member, Member or International Member of ASSE

Responsibilities:  
Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.

* Chair all General Membership and Executive Committee meetings
* Appoint the Chapter Nominations and Elections Committee, standing committee chairs and special committees as needed
* Represent the chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC), as applicable
* Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter
* Update the chapter's strategic plan and coordinate activities to achieve the plan's goals - Submitted to the Regional Vice President (RVP) by **August 15**
* Ensure that Chapter Bylaws are annually reviewed and consistent with the current Model Chapter Bylaws
* Submit an Incoming Chapter Officer and Delegate Report to the Area Director or Regional Vice President and ASSE HQ by **May 31**
* Submit the Chapter Annual Report summarizing his/her term of office to the area director or regional Vice President and ASSE HQ prior to **August 15**. (Note: The new Chapter Operations, Strategic Planning & Annual Performance Reporting Tool).
* Ensure an orderly transition and transfer all chapter records to the succeeding President

Peripheral Duties and Suggestions:

* Delegate wherever possible
* Recognize officers, volunteers and members for their participation
* Conduct meetings to allow time for networking as well as adequate time for a speaker
* Distribute information from Society, Regional or Area meetings to the membership as necessary

My signature below indicates that I’ve read and understand the job duties of the position to which I was elected to serve.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_