

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: President	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-27-09	P&P 110–A

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JOB DESCRIPTION FOR THE PRESIDENT

As defined in bylaws:

President: The president shall, subject to the control of the board of directors, generally supervise, direct and control the business of the chapter. He/she shall preside over all meetings of the chapter and at all meetings of the board of directors. He/she shall recommend to the board of directors for appointment standing committee chairpersons. He/she shall appoint standing committee members except as otherwise provided in these bylaws. The president shall be an ex-officio member of all committees, but shall have no right to vote when serving in an ex-officio capacity. He/she may have such other duties and powers as may be prescribed by the board of directors or these bylaws.

Specific duties:

The President is the executive officer of the chapter. It is the President's responsibility to provide leadership, to exercise general supervision over chapter activities and to conduct chapter affairs in accordance with the chapter bylaws and/or operating policies.

The President shall maintain contact with all officers, directors, committee chairs and members of the chapter by means of letter, telephone or personal contact.

The President should attend all meetings of the chapter board of directors, chapter members and any events sponsored by the chapter.

The President, in all business activities of the chapter including correspondence and personal contacts, shall act and speak in a professional manner so as to give a favorable and professional impression of the chapter.

The President's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Generally only votes during board meetings to break a tie.
6. Ensures adherence to the mission and goals of the chapter.
7. Ensures adherence to chapter deadlines.
8. As a chapter officer, acts as a signatory on the chapter checking account.
9. Presides at all meetings of the board and membership and maintains Robert's Rules of Order.
10. Recommends standing committee chairpersons to the Board of Directors.
11. Serve as an ex-officio member of all committees.
12. Approves members and composition of ad hoc advisory committees as needed. The Chapter Bylaws state that, "Committees shall consist of at least three (3) members."
13. Meets with committee chairs to discuss programs and activities and oversees and evaluates the activities of committees.

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

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14. Acts in a firm, competent, tactful and just manner, permitting full discussion on all debatable motions, yet neutral on controversial matters. The President must respect the opinion of each individual; yet see that each decision is carried out in a harmonious atmosphere.
15. Acts as the primary spokesperson for the chapter.
16. Makes sure that written minutes of all meetings are published expeditiously.
17. Prepares, in conjunction with the Secretary, an agenda prior to all meetings, adheres to the agenda, as it may be amended, and opens and closes meetings in a timely manner.
18. Oversees the activities of committees, making sure appropriate reports and minutes are prepared and voted on by the board as necessary.
19. Makes arrangements, or oversees the making of arrangements, for all meetings and/or functions of the chapter.
20. Arrives at all meetings in a timely manner to see that sites are prepared for the meetings.
21. Is available to the entire membership, especially new members and guests. Displays enthusiasm and support for all chapter activities.
22. Arranges for, or oversees the arrangements for, speakers for meetings and events. In addition, acknowledges speaker appearances with letters of thanks on behalf of the chapter or oversees said activity.
23. Maintains close contact with the Executive Committee, Board of Directors and Committee Chairs.
24. Oversees the activities of the Secretary, President-Elect and Chief Financial Officer, making sure their responsibilities are adhered to.
25. The President will transfer all material pertaining to the role as President to the newly elected President and educate the newly elected President as to the role of the position.

Deadline specific issues:

1. Write a president’s message to be disbursed in the chapter newsletter. Submission dates are 6 weeks prior to the first of a month in which a newsletter is published. For example, for the March newsletter, the incoming president would submit a message by January 15th. Publication dates are January, March, May, July, September, and November.
2. During the first month of assuming office, ensures that all chapter officers are signatories on the chapter checking account. Officers include President, Past President, President-Elect, Secretary and Chief Financial Officer.

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