

RAINDROP CHAPTER PRESIDENT JOB DESCRIPTION

(Revised July 2021)

I. Composition-

The President position is an elective position on the Executive Committee. The position of President is attained by way of nomination and election as stated in By-Law Article V.

It is a requirement that the President have full time access to a computer, and have adequate computer skills in order to send, receive, edit and save documents in accordance with common practice and/or chapter requirements as applicable.

The ability to manage virtual meetings using Zoom or an equivalent virtual platform is also required.

II. Accountability-

The President is accountable to the Executive Committee

III. Responsibility-

- a. The President shall preside at all meetings of the Chapter and the Executive Committee. He/she shall sign checks in the absence of the Treasurer(s) (Article x.2), shall be member ex-officio of all committees except the Nominating Committee. It is the responsibility of the president to assure that all officer's and committee duties are performed and appoint a substitute to take over any duties that have not be done.
- b. The President, as facilitator of Chapter and Executive Committee meetings shall remain neutral and shall not vote except in cases of a tie. The President should be familiar with the policies of SDP at the national level as well as the chapter level and review the Chapter Motions book from time to time. 'Chapter Motions Book' will be posted electronically.
- c. The President appoints all Committee Chairs, except the Nomination Committee where in the President will appoint a chairman and the chair will select two additional members.
- d. The President oversees all officers and committee chairs except the Nominating Committee, keeping in close contact on a regular basis, especially before each chapter meeting, in order to obtain reports to be given to the chapter meeting regarding committee activity.
- e. The President works with the Executive Committee on the annual budget at a special meeting in July/August to finalize the budget so as to be presented for a vote to the Chapter membership at the October meeting.

- f. The President ensures all reports required by SDP are submitted by or before the due date including a current members list to SDP as requested by them. Membership chair will provide the up-to-date list.
- g. Charms for the Officers and Committee chairs should be kept with the President and inventory maintained as these charms as part of year-end awards, as they are earned.
- h. Records: Keep a permanent record for the next President which includes copies of all documents from the committee, as well correspondence sent or received on behalf of the chapter via the Presidents email and Google Drive account.