



## CHAPTER PRESIDENT

Congratulations you've been elected as president of your FMCA chapter. We hope to assist you in your new volunteer position so please feel free to contact us at 800-543-3622 if you have any questions or need assistance.

We're here to help you in anyway we can, so we are outlining a few important items. Certain obligations and duties are required of the chapter president. In addition, you may need to reference your chapter's bylaws for any additional duties and obligations required by your chapter.

### DUTIES TO FMCA:

- **Preside Over Chapter Meetings** - chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA's Constitution, Bylaws, and Member Code of Ethics.

*Suggestion: A parliamentary procedure should be established by your chapter using "Roberts Rules of Order - Newly Revised." A review of the FMCA Constitution and Bylaws including the Member Code of Ethics, will assist you in conducting your meetings in accordance with FMCA's requirements. The time invested in this review will assist you to run the meeting effectively."*

- **Lead the Chapter** - as the leader of your chapter, you are responsible for seeing that all duties and responsibilities of all other officers are performed in a timely manner in accordance with FMCA's requirements.

*Suggestion: A review of the lists of obligations and duties of the other chapter officers will help you in seeing that all tasks are completed.*

- **Assure Chapter Representation at Governing Board Meetings** - your chapter's national director and alternate national director may be elected for a one or two year term. Check your bylaws. The national director is elected to serve on the Governing Board of FMCA and the alternate national director is elected to serve when the national director is unable to attend or otherwise unable to serve. The number of terms of the national director and/or the alternate national director are not limited.

*Suggestion: As soon as the date is set for a Governing Board meeting (you will be copied on all governing board materials), start verifying that your chapter will have a representative at the meeting.*

In the event that the national director and/or alternate national director cannot attend a Governing Board meeting, your chapter may **elect**, for that meeting only, a temporary delegate.

If your elected chapter representative experiences an emergency, **after the 21-day notice requirement**, such as illness, coach immobilization/repairs, death of a family member, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's temporary delegate appointment **shall be received by FMCA at least seven (7) working days prior to the Governing Board meeting** in order to be valid. Notice of this appointment must be received in writing, fax or e-mail is acceptable.

A chapter president may request in writing of its area vice president, the individual written voting record of its national director. The national office will report the voting record directly to the chapter president. Please see Policy & Procedure #2015 for more details.

#### **OTHER DUTIES:**

- **Governing Board Mailings** - the chapter president will receive all Governing Board mailings in order to keep the chapter informed of national FMCA activities. It is very important to keep your e-mail address current to ensure you are notified when mailings are available.
- **Conduct Rallies** - the chapter president often serves as the chapter's rallymaster, unless someone else is appointed.
- **Membership Growth** - the chapter president often takes the responsibility of seeing that the desired level of membership growth is met, unless a Membership Committee has been established.
- **Annual Gift** - the chapter president may annually request one of the following items: a banner, a coffee pot, or a prize package. Requests for these items must be made six weeks, and no more than twelve weeks, in advance of a chapter rally. **PLEASE NOTE: The annual gift option is currently suspended.**
- **Committee Assignments** - the chapter president should see that all needed committees are duly elected and/or appointed.
- **Chapter Incorporation** - the decision of whether a chapter should incorporate is influenced by a number of considerations, as discussed in the Incorporation Memo. The chapter president is responsible for reviewing these considerations with the chapter.
- **Legal Action Fund** - FMCA has funding available through its Legal Action Fund to provide financial assistance in activities to protect the reasonable use of motorhomes. Policy and Procedure #2017, Legal Action Fund governs its use.