

	<b>MEMBER AND VOLUNTEER HANDBOOK</b>	INDEX NO. <b>3018</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Chapter President's Responsibilities</b>	EFFECTIVE <b>5/17</b>	SUPERSEDES <b>9/12</b>
		SPECIAL DISTRIBUTION <b>Chapter President</b>	

## POLICY

The elected chapter president is the leader of the chapter and presides at meetings of the chapter membership.

## PROCEDURE

### Responsibilities

1. A Chapter Officers Handbook is provided to each chapter.
2. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, Bylaws, and Member Code of Ethics.
3. The chapter president is responsible for seeing that all of the duties and responsibilities of all of the other chapter officers are performed in a timely manner in accordance with FMCA's requirements.
4. The chapter president receives all Governing Board mailings to help keep the chapter informed on national FMCA activities.
5. The chapter president should see that all needed committees are duly elected or appointed.