

## SMPS Chapter President Job Description

The president is the principal officer of the chapter exercising general oversight of its affairs and officers. The president chairs and serves on the executive committee of the chapter.

### DUTIES AND RESPONSIBILITIES

- Attends all monthly board meetings and monthly luncheon programs
- Plans and chairs monthly board meetings
- Oversees and mentors all board members as they carry out their duties and responsibilities
- Serves as the key point of contact with the national office in regards to submitting the required reports and documents on behalf of the chapter
- Implements the strategic plan and budget for the new fiscal year
- Hosts monthly luncheon programs and special chapter events as necessary
- Acts as the chapter's spokesperson as needed in the community
- Works with the treasurer in planning and creating a responsible fiscal budget for the chapter and submits it to the board for approval
- Reviews monthly bank statements for the chapter
- Revised draft welcome letter to all new members to be included with the new member packet to be distributed by the director of membership
- Works with president-elect each spring to update the Chapter Management Manual

### REPORTING

Reimbursement for dues renewals and eligibility for various programs through SMPS National are dependent on timely submittal of reports. Reports required by the National include the following

**Leadership Report (due July 6)** - A list of new chapter board members, including complete contact information.

**Chapter Financial Report (due September 30)** - Prepared by the outgoing treasurer and submitted directly to National after approval of president.

**IRS Forms and Tax Return (due December 31)** - Prepared by the treasurer. Reflects activities through end of the preceding fiscal year.

**State Annual Report Filing (due December 31)** - Prepared by the treasurer. Shows incorporation as a non-profit organization. This renews in February of each year.

**Chapter Education Report (due September 30)** - This report shows all programming for the previous year. Program organizers are responsible for preparation, distribution, and tally of program

surveys and report results to the secretary. These results will serve as the basis for this report and shall be maintained throughout the year by the secretary.

#### COMMITTEE

The president does not have a committee to assist in carrying out their duties and responsibilities. The president may, however, establish, from time to time, ad hoc committees to oversee any issue of the chapter requiring attention or work of a sub-committee. The president shall report to the Board of directors the status of the work of such committees