

A. PRESIDENT

1. Organization

a. Election procedures

1. Election of the President is in even numbered years.
2. Election is by electronic or mail ballot prior to the Annual Meeting.
2. The term of office begins January 1 of the year immediately following the election.
3. The President will serve for two years, and may not serve more than two consecutive terms.

b. Responsible: the President is directly responsible to the Executive Committee.

c. Vacancy

1. If unable to complete his/her term, the President shall submit written resignation to the Executive Committee.
2. Dismissal, if indicated, is by action of the Executive Committee.
3. In the event of a vacancy, the Vice President will succeed to the Presidency for the unexpired portion of the term.

2. Operations

a. Meetings

1. The President shall attend CSM, APTA Annual Conference, and the Regional Caucus.
2. The President shall attend and preside at all meetings of the Chapter and the Board of Directors, or delegate that authority to another officer
3. The President or designee shall attend all APTA meetings in which the President's presence is required to represent the Chapter.

b. Duties and Responsibilities

1. Coordinate and facilitate the BOD and Section membership to keep on task to the Chapter's mission.
2. Serve on the BOD with one vote.
3. Preside at all meetings of the Chapter and Executive Committee.
4. Serve as Delegate to the APTA House of Delegates

5. Serve as an ex officio member of all committees, except Nominations and Ethics Committee.
6. Create and appoint all special and advisory committees necessary to accomplish the function of the Chapter with the advice and consent of the Executive Committee. Direct correspondence to appropriate persons.
7. Compile and provide President's agenda items for Chapter Meetings, submit to Executive Officer prior to Board Meeting.
8. Coordinate Business Meeting agenda.
9. Compose an annual calendar, including Chapter deadlines and events, and distribute at Annual Meeting.
10. Orient the incoming President Elect.
11. Appoint members to fill any vacancies in offices for the unexpired portion of the term, with advice and consent the Executive Committee.
12. Indicate approval on Chapter reimbursement forms forwarded to him/her for Chapter business, and forward to the Executive Office for payment.
13. Appoint Chapter liaisons, and act as spokesperson for the Chapter.

c. Communication

1. Share items of concern from the Component Bulletin or other sources with the officers and committee chairs, and/or liaisons or membership as appropriate.
2. Excerpt anything of importance from APTA BOD minutes and distribute to appropriate individuals.
3. Respond appropriately to requests received from APTA or any other components or special groups, sharing information with the Executive Committee and others as indicated.
4. Assure that officers' and committee chairs' reports are submitted on time for meetings, edit final copies of minutes of meetings prior to distribution by Secretary to BOD.

3. Reimbursement

Expenses incurred for Section business should be within the adopted budget, be recorded on appropriate reimbursement form, and submitted to the Executive Officer.