



## **POSITION DESCRIPTION: PRESIDENT**

**Purpose/Objective:** The **President** keeps the chapter focused on promoting the mission of the Grant Professional Association at a local level.

**Qualifications:** The **President** must be a member in good standing and current with both National and Chapter dues.

**Time Commitment:** The approximate time commitment is fifteen hours per month for a two-year commitment.

### **Responsibilities include:**

- Serve as the Chief Executive Officer of the Chapter.
- Supervise and control the affairs of the Chapter and the activities of the Officers and Directors.
- Perform all duties incident to his/her office and such other duties as may be required by the law, by the Association's Articles of Incorporation, the Association Bylaws, Chapter Bylaws, or which may be prescribed from time to time by the Association Board of Directors.
- Serve as the Chair and preside over all meetings of the Executive Committee, Board of Directors, and at Chapter meetings. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, the President shall, in the name of the Chapter, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors on behalf of the Chapter.
- Design and lead a monthly board meeting.
- Communicate regularly with board members, chapter membership, and the national office.
- Be available for questions, concerns, and issues as they arise.
- Delegate tasks as necessary among board members.
- Attend all workshops and chapter meetings, as time and schedules allow.

**Measure of Success:** The **President** will meet the goals set forth by the board, chapter membership, or self-imposed.

**Expenses:** The **President** will be reimbursed for expenses incurred in performing his/her regular duties within a reasonable limit and as determined by the board.

**Benefits:** The **President** will have a key role in the chapter's future; the opportunity to network on different levels; gain beneficial experience and skills; and act as a mentor to new members.