



## Chapter President Duties and Responsibilities

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- Serve as the chair of the chapter executive board, which consists of the elected chapter officers and the immediate past president.
- Attend chapter meetings, events and activities.
- Mentor and guide the chapter president-elect/vice president.
- Plan the agenda for and preside at executive board meetings, chapter meetings and other chapter activities and events.
  - Create a template for meeting agendas.
  - Send the agenda to all members prior to the meeting.
  - Vote only to make or break a tie unless the vote is by ballot.
- Preside at chapter ceremonies (e.g., new member initiation, reinstatement of members, officer installation) using ceremonies posted in the Resource Library on the International website.
- Hold a minimum of three executive board meetings a year.
  - Include committee chairs, as needed.
  - Create measurable goals, set meeting dates and plan programs at the first executive board meeting prior to the first chapter meeting of the year.
  - Include the goals and strategies in the Chapter Needs Assessment (CNA), which is found in the Resource Library on the International website.
  - Review progress toward goals at each meeting.
- Appoint and serve as an ex officio member of all committees except the nominating committee, which is elected by the chapter.
  - Appoint the following required committees: Alpha Delta Kappa (ADK) Month, altruistic, budget, bylaws, fraternity education and membership.
  - Establish additional standing or special committees with the chapter executive board (e.g., world understanding, excellence in education, technology, ways and means, etc.), as needed.
- Work with chapter officers and committee chairs.
  - Share chapter bylaws and/or policies and procedures to clarify duties or responsibilities specific to the chapter.
  - Utilize the training tools for chapter officers that can be found in the Resource Library on the International website.
  - Ensure that the duties and responsibilities of optional officers are assigned to other chapter members if the office is vacant.

- Become familiar with and monitor the chapter officers' and committee chairs' activities.
  - Ask for input from committee chairs on the budget.
  - Ensure chapter officers and committee chairs have the information and supplies necessary to carry out their duties.
  - Assist the chapter membership chair with writing the CNA goals, bringing in new members and keeping current members.
  - Assist the chapter secretary with completing and submitting the Annual Chapter Highlights Summary (Form H-114) by the submission deadline.
  - Assist the chapter treasurer with encouraging members to make their dues payments.
  - Remind officers and committee chairs to send in all reports by the submission deadlines.
  - Refer to the Officers Calendar – Deadlines and Events in the Resource Library on the International website to assist officers and committee chairs in meeting specific deadlines.
  - Ensure chapter officers and chairs transfer their files to new officers and committee chairs.
- Maintain communication with chapter sisters through various forms of media (e.g., emails, individual correspondence, newsletters, AΔK CONNECT, etc.).
  - Compile and submit all reports required by the state, provincial or national (S/P/N) executive board and Headquarters by the submission deadline.
  - Maintain a record of pertinent chapter materials and pass the file on to successor.
    - Retain the following permanently:
      - Charter (Fidelis Scroll, if Fidelis Chapter)
      - Minutes of meetings and bylaws
      - Names of initiated members and initiation dates
      - Written history
      - Correspondence on any legal matters
    - Retain the following for four years:
      - Forms and correspondence (for the current and immediate past biennium)
  - Connect with the S/P/N president.
    - Submit chapter yearbook to S/P/N president by annual submission deadline.
    - Send monthly communication (e.g., chapter email or newsletter, minutes, treasurer's report, etc.) to the S/P/N president.
    - Invite the S/P/N president to visit the chapter.
    - Seek advice from and report to the S/P/N officers any questions or concerns.
  - Serve on the S/P/N council of chapter presidents (CCP) and represent the chapter at S/P/N, regional and International conferences, conventions and meetings.
  - Perform other duties as described in the chapter bylaws and/or policies and procedures.