## **BOARD MEMBER RESPONSIBILITIES**

**PRESIDENT**

**PRESIDENT shall:**

1. Supervise, direct, delegate, and manage all business of the corporation, subject to the control of the board of directors.
2. Preside at all general meetings, board meetings, and special meetings and prepare SFV-CAMFT meeting agendas. Delegate these responsibilities to other board members when president is unavailable.
3. Make recommendations to the board for appointment of standing committee chairpersons.
4. Serve as ex-officio member, without vote, on all committees.
5. Prepare and arrange for orientation of new board members at annual Board retreat.
6. Cultivate new relationships with other entities (e.g., corporations, organizations, and training facilities) for benefits, offerings, and resources to membership.
7. Present updates on the activities of the chapter to the general membership at meetings when relevant.
8. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.

9. Maintain and transition complete records to the incoming board of directors by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

10. Have a workable knowledge of parliamentary law and Robert’s Rules of Order, Newly revised.

11. Officially represent SFV-CAMFT at outside functions and community events.

12. Unless re-elected to the presidency, shall serve on the board of directors for one year as past president at the end of the term as president.

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |