



TERMS OF REFERENCE PRESIDENT

Creation Date: March 27, 2017

Revision Date: March 9, 2020

Purpose/Role:

The President shall be the chief elected officer of the chapter, shall preside at all meetings of the chapter and shall be an ex-officio member of all committees.

The President shall conduct all business meetings using the parliamentary authority chosen by the chapter. Robert's Rules of Order serves as the parliamentary authority for the Association.

As the chapter's chief elected officer, the President shall be responsible for all chapter business. He/she shall ensure that decisions, orders and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are transmitted to AFP International Headquarters on a timely basis.

Responsibilities:

- Appoint/have elected the all board positions,
- Notify AFP International Headquarters of all new officers by completing the Chapter Leadership Form due annually by December 15. Changes in elected or appointed officers due to resignation should be reported to IHQ immediately so that your chapter will continue to receive important information,
- Call special meetings as necessary,
- Make a special study of the chapter's bylaws and see to the proper application of the bylaws in all chapter business and to the enforcement of the bylaws when necessary,
- Be knowledgeable about and aware of all the business conducted by the chapter,
- Ensure that Chapter Accord requirements are completed,
- Serve as an ex-officio member of all committees (chapter bylaws determine whether with or without a vote),
- Prepare the agenda for all regular meetings and the Annual Meeting,
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

Membership:

- The AFP Ottawa Chapter President is a member of the AFP Ottawa Chapter
- The AFP Ottawa Chapter President is a member of the Board of Directors;
- The AFP Ottawa Chapter is a member of the Board Executive.
- The AFP President is a member of the Finance committee

Accountability:

- The AFP Ottawa Chapter President oversees all Board Directors and provides guidance and leadership to each portfolio.

Meeting schedule and Time Commitment:

- The AFP Ottawa Chapter President is expected to attend:
 - Monthly Board of Directors meetings
 - Monthly Executive meetings
 - The Annual General Meeting (typically scheduled in May of each year),

- The AFP Board Orientation Meeting, (typically scheduled in June of each year).
- The Annual Leadership Conference

Policies: Reference AFP Ottawa Chapter by-laws

Evaluation: The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.