PRESIDENT

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| REQUIREMENTS |
| Reports to: | Executive Committee |
| Membership Requirement: | Full Member |
| Voting Privileges: | Voting |
| Term: | One (1) Year |
| Term Limit: | N/A  |
| Source: | Annual Election |
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| RESPONSIBILITIES |
| **ASLA-MN Unamended Bylaws**805. The president shall: set the time, place, and agenda for meetings of the Executive Committee; call special meetings of the Chapter; preside at meetings of the Chapter and the Executive Committee; represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees; in consultation with the Executive Committee, appoint the chairs and members of standing committees, other committees, and any special study groups or task forces; dismiss appointees for failure to act or other cause; serve as a member of the Chapter Presidents Council; oversee the management and administration of Chapter programs and budgets as adopted by the Executive Committee; designate and relieve an acting president; appoint interim trustees when vacancies occur during term; provide supporting statements to the Society for Emeritus Status, Limited Status, Temporary Limited Status, and Waiver of Dues applicants; report on the state of the Chapter at the annual meeting of the Chapter; and perform such other duties as are customary for the office of chapter president, or as may be assigned or delegated by the Executive Committee.**Editorial Amendment to ASLA-MN Bylaws**805. The President shall: set the time, place, and agenda for meetings of the Executive Committee; call special meetings of the Chapter; preside at meetings of the Chapter and the Executive Committee; represent and act for the Chapter as directed by the Executive Committee and consistent with the policies of the Society as established by the Board of Trustees; select for appointment the chairs and members of standing committees, other committees, and any special study groups or task forces; dismiss appointees for failure to act or other cause; serve as a member of the Chapter Presidents Council; oversee the management and administration of Chapter programs and budgets as adopted by the Executive Committee; designate and relieve an acting President; appoint interim trustees when vacancies occur during term; provide supporting statements to the Society for Emeritus Status, Limited Status, Temporary Limited Status, and Waiver of Dues applicants; report on the state of the Chapter at the annual meeting of the Chapter; and perform such other duties as are customary for the Chapter’s President, or as may be assigned or delegated by the Executive Committee. 806. The President-Elect immediately assumes the Office of the President at the conclusion of the Chapter’s annual calendar and is a Full Member for a term of one (1) year.**Amendment to ASLA-MN Bylaws to Include National Responsibilities**805.1 The Chapter President's main goal is management of the Chapter to ensure that the Chapter meets minimum service requirements and responds to member needs. In addition, the Chapter President has responsibilities to the national organization and to the Chapter Presidents Council, of which he/she is automatically a member. The following description provides more specific guidelines for the performance of a Chapter President.* Appoint chairs and/or members for all committees and task forces.
* Call and preside at all business meetings of the Chapter and Executive Committee.
* Administer Chapter business and/or direct Chapter staff. This includes financial oversight and record-keeping, filing tax returns, and contracting for goods and services.
* Ensure that Chapter activities are advancing the goals outlined in the Chapter strategic plan. Facilitate updating of the Chapter strategic plan on a regular schedule for both short term and long term goals.
* Ensure that ASLA's minimum service requirements are delivered. The "minimum services" are outlined in the Chapter Operations Workbook. They include:
* Sending periodic written communication.
* Conducting elections.
* Incorporating under appropriate state and federal laws and filing appropriate reports.
* Reviewing and approving membership applications.
* Maintaining Chapter bylaws in accordance with ASLA bylaws.
* Publishing an annual report.
* Providing representation at meetings of the Chapter Presidents Council.
* Holding regularly scheduled meetings.
* Adhering to Chapter and national bylaws.
* Maintaining fiscal responsibility to the membership and to national.
* Direct and manage all Chapter activities, services and programs and ensure that these meet the needs of the members by soliciting their input.
* Perform such duties as assigned by the Executive Committee or included in the Chapter constitution and bylaws, which might include correspondence on behalf of the Chapter and entering into agreements on behalf of the Executive Committee.
* Initiate, cultivate, and maintain close communications with your trustee. Don't wait for the trustee to contact you, and then complain when he or she doesn't; be proactive.

Act as a liaison between Chapter and national. This includes seeing that your Chapter reports on schedule such items as election results and changes in dues amounts, and copies the national office with tax returns, amended copies of Chapter bylaws, newsletters, and other important documents.Become familiar with and ensure adherence to national and Chapter bylaws.Respond to information requests from national. National staff will be asking you for names of certain committee chairs, such as the newsletter editor, in order to provide direct service to them. They will also be surveying you about your opinion of certain policies and proposed programs. In order to tailor new services to Chapter needs or to improve existing services to the Chapters, national staff need your timely response.**Committee Appointments**805.2 The other duty of the President is the duty to appoint members for all committees.The President makes appointments, fills vacancies, and selects the chairs of committees for any committee established by the Chapter Executive Committee.In making appointments there are a few items which the President should take into consideration:The President has the option to either appoint the chair and then allow the chair to select the other committee members, or appoint the committee and allow those members to elect one as chair. Realistically, the first method is usually the better practice since it assures compatibility between the President and chair of the committee. In addition, the first method also allows the chair to choose individuals with whom he/she is compatible.When making appointments, consider the task or structure for which individuals will be chosen to perform. Some persons work better in teams and some persons work better alone. In addition, the best person for one task or a proven past performer on a certain task, may not always be the best performer for future tasks.When choosing members for a committee, try to have a good mix of mature, successful, experienced members and members who are new to the profession. The newer members will bring fresh ideas and insights to the committee; experienced members will provide guidance and perspective. One way to arrange the committees is to put the mature, experienced members on committees concerned with broad policy making and to place the younger, less experienced members on committees with high visibility. Younger members will be much more likely to perform in a position that puts them on display. Committee appointments should also reflect a cross-section of the Chapter membership, taking into consideration various types of practice, geo-graphical distribution (providing appointees have ease of access to committee meetings) and student appointees, if possible. The President should also take into consideration any political factors which might be involved when making committee appointments.When making appointments to committees, the President should take into consideration the number of individuals required to adequately perform the work given to the committee - is the work capable of being performed by a one-person committee or will several individuals be required. If prompt action is essential, it is best to limit the number of committee members. A smaller group takes less time to organize, can communicate more rapidly, and will be able to act faster. A larger group, on the other hand, will allow more diverse view-points to be heard, although it will usually require longer to do so. A large group will be able to solve a greater variety of problems because the number of skills available will increase proportionately with the group's size.After making appointments to committees, outline specifically why that committee was formed and what its purpose is. It is essential that the committee members know the explicit charge with the precise product expected (report, recommendation, etc.) and the deadlines for that final product. Furthermore, after the charge has been identified, the President should define and limit the scope of each task in fulfilling that charge so that the committee members will see how much they have accomplished and how much remains to be completed.In the event that a committee does not perform satisfactorily, the President should then discharge the committee and appoint new members to work on the problem. At this time, the President should also determine if the original charge for that committee was unrealistic or if the demands were too great for the time-span given. (Often failure to perform reflects a charge which was vague and extensive as to be so formidable that fault should not lie with the committee members for failure to complete the project.) |