

## Peo-Taz Chapter of A.B.A.T.E. of Illinois

### Job Descriptions

#### PRESIDENT

#### QUALIFICATIONS

As a leader and public representative of the Chapter working towards achieving the goals set forth by the Chapter and State A.B.A.T.E., the President must be an organized individual with a positive attitude, capable of delegating tasks and working well under pressure, and possessing good written and verbal communication skills. The person must have a working knowledge of the Chapter and State By-Laws.

#### TIME REQUIRED

The President will need to devote approximately 24-30 hours per month to the job for telephone/computer work and meetings. Each month there is an Officers meeting and Chapter meeting; occasionally there are Executive Board, State, and other meetings to attend as well.

#### BASIC DUTIES INCLUDE:

1. Being acquainted with Robert's Rules of Order.
2. Scheduling and presiding over Executive Board, Officers, and Chapter meetings and preparing agendas for each meeting.
3. Casting the deciding vote on issues before the Executive or Officers.
4. Overseeing and approving all Chapter financial transactions.
5. Coordinating the business and affairs of the Chapter.
6. Presenting proposals to the Chapter.
7. Overseeing, and assisting as needed, all Executive Board positions and the State Representative.
8. Representing the Chapter at social events and business affairs.
9. Writing a monthly article for the Chapter newsletter.
10. Sending a monthly article to the State newsletter.
11. Assuring that someone is representing the Chapter at all meetings of the State Board and presenting summarized business of the meetings to the Chapter.
12. Speaking to media in coordination with the PR Director.
13. Being a signer on the checking account of Peo-Taz chapter of A.B.A.T.E. of Illinois.
14. Along with the Vice President, greet and introduce new members at meetings.

Retyped July 2021