

Duties of the GCAC President

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General

- At the beginning of the term, the President should ensure that each board member is aware of his or her responsibilities and should make sure that the previous board member has transitioned all appropriate information and materials.
- The President should be available to all other board members to answer questions and to make decisions on an ongoing basis. The President should consult with the President-Elect (at a minimum) on any major decisions that need to take place between board meetings. The President should use his or her discretion to determine whether any issues need to be voted on by a quorum of the board or whether the decision can be made without a vote.
- The President may want to send thank-you notes to speakers, teachers, or other volunteers. The President should also encourage other board members to do the same after an event that he or she has been responsible for planning or hosting.
- The President should update this document as necessary with any new or updated information that will be helpful for the next President.

Contact List

- The President should maintain an up-to-date contact list with information for all board members so that each board member knows how to get a hold of the others when necessary. This list should be sent to the other board members when updated and should also be sent to the Web Chair so that it can be posted on the officers-only area of the Web site.

Board Meetings

- The President should schedule board meetings throughout the year. In past years, the number of board meetings per year has varied from one or two meetings to four meetings; the frequency of meetings is at the discretion of the President.
- Board meeting dates may be set by the President at the beginning of the term for the entire year or may be scheduled on an ongoing basis throughout the year.
- The President should send a call for agenda items before each meeting. He or she should either bring copies of the agenda to the meeting or should send the agenda to the board members in advance with a request that each member bring his or her own copy.
- The President should follow-up with the Secretary after the board meeting to ensure that the minutes of the meeting are completed and that the final version is posted to the officers-only area of the GCAC Web site.

Chapter Reports

- Twice per year (in the late Winter and late Summer), the national organization will send an e-mail with a request for chapter reports. These reports are used at the Board of Directors meetings in the Spring and Fall. The President should take note of the due date and should ensure that the chapter report is submitted by this date.
- The President may should ask each board member to prepare a summary that contains information about the activity relevant to his or her position since the time of the previous chapter report submission. The President should review these summaries and make any pieces of the chapter report with the Secretary, then should send the completed report to the national organization.
- After the chapter report is submitted, the President should send it to the Web Chair so that it can be posted on the officers-only area of the GCAC Web site.

Annual Conference Chapter Event

- Each year, there is time set aside for a chapter event at the national AMWA meeting in the Fall. Even if the President is not planning to attend the conference, he or she should ensure that the appropriate arrangements are made for this event. (This may include delegation of the planning to another board member or chapter volunteer if that is preferred.) Over the past two years, this has included the selection of a restaurant for the chapter to eat dinner at for the “Chapter Greet & Go,” as well as the crafting of an e-mail to invite registrants from the chapter to this dinner.

Selection of Board for Next Term

- The President should provide assistance to the President-Elect in finding out which of the current board members plan to return to the board the following year. For those positions that are going to be vacated, the President should consult with the President-Elect to find out whether he or she would like assistance in finding people who would be interested in filling these positions. This whole process should be started in the Summer, as the nomination and election process in the Fall is somewhat long.
- The President should consult the chapter bylaws to ensure that the nomination and election process is followed.
- The President should identify three chapter members to join him or her as the Nominating Committee. Once people who are interested in running for President-Elect, Treasurer, and Secretary are identified, the President should send an e-mail to the Nominating Committee members to ensure that they are comfortable submitting these names as the recommended slate of officers. Once all approvals have been received, the President should craft an e-mail to the chapter to let them know who is part of the recommended slate of officers and to solicit additional nominations.
- Once the nomination process is complete, the President should work with the Web Chair to carry out the electronic voting process (including the crafting of an e-mail to request that the chapter vote).