



As President, you are the Chief Executive Officer of the Chapter. You lead all meetings of the Chapter and Chapter Board in accordance of Robert's Rules of Order. It is your responsibility to establish the Chapter standing committees and Ad HOC committees. As President, you should only vote in the case of a tie.

Specific responsibilities include:

- Plan a retreat or detailed orientation to 1) review the duties of each Chapter Board position; 2) review Chapter initiatives for the year; 3) evaluate the Strategic Plan; and 4) establish initiatives for the coming year.
- Be familiar with the responsibility and duties of each committee. It is your responsibility to prepare the agenda for each monthly Chapter and Board meetings, soliciting input from Chapter Directors, including any reports. The Chapter schedule should include a minimum of two business meetings.
- Prepare and send letters of appreciation to speakers, firm executives, firm night sponsors, etc.
- Share corporate communications with Chapter Directors as well as the members of the Chapter, if appropriate.
- Work closely with your Chapter Directors, requesting reports and reviewing and approving EWICoconnect each month.
- At the end of your term, provide the chapter with a report that includes actions, accomplishments and activities during term of office.

At the end of your term, you will step into the role of Chapter Advisor.

As President, you need to establish your system for meeting the various monthly requirements for both your position and each of your Chapter Directors. Please refer to the EWI Chapter Resource Guide for complete position information including all due dates.