
	POLICY - POSITION DESCRIPTION OF CHAPTER PRESIDENT	G/POL/201
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ESSENTIAL DUTIES AND RESPONSIBILITIES of the Chapter President include the following. Other duties may be assigned.

1. Plan, develop and implement community service programs (refer clause 3 “Events” of G/POL/204) with the involvement of executive committee.
Expectation: Program promotions are effective, complete, and timely.
2. Organize and facilitate regular meetings and invite speakers to deliver lectures on areas of interest during the chapter meetings.
Expectation: Meetings are productive, thorough, and timely.
3. Promote organization’s image and relationship with other GOPIO chapters in the state and country of living.
Expectation: Promotional efforts are professional and productive.
4. Maintain paid membership at least with 15 members and a commitment to GOPIO’s vision and the “spirit”.
Expectation: GOPIO’s commitment is consistent and positive.
5. Preside over all chapter meetings.
Expectation: Meetings are conducted in an efficient, productive, and timely manner.
6. Review minutes of meetings and financial statements to determine progress and status in attaining objectives, and revised objectives and plans in accordance with current conditions.
Expectation: Analysis and plans are thorough, accurate, clear, and beneficial.
7. Interface with immediate reporting official to develop or revise objectives/plans in accordance with the constitution and current conditions. Provide feedback to the immediate reporting official, as required.
Expectation: Plans are thorough, accurate, clear, and beneficial.
8. A joint signatory with chapter treasurer for its bank accounts.
Expectation: Signature authority is utilized in an accurate and ethical manner at all times.
9. Communicate clearly and directly with executive committee, chapter members and GOPIO International officials.
Expectation: Communication is ongoing, clear, concise, and complete.
10. Develop chapter members.

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11. Pay the chapter's annual fee to GOPIO International through the immediate reporting official.
12. Organize elections and/or consultative meetings with fellow chapter members and immediate reporting official, when chapter terms are to be expired and/or renewed.
13. Direct open invitations and announcements for new members to join GOPIO.

The Vice President of the chapter will assist the President and share the workload of the President with mutual understanding. However, Vice President will fill the gap, when the President is absent.

The Vice President may be assigned tasks such as programs, projects, media, sponsorships etc.