



STANDARDS FOR AND DUTIES OF THE AZPTA PRESIDENT

The President of the AzPTA shall:

1. Serve as official leader and public spokesperson for the Chapter.
2. Preside at all meetings of the Chapter Membership, Executive Board and Executive Committee.
3. Be familiar with and follow the principles of Parliamentary Procedure based on Robert's Rules of Order Newly Revised.
4. Represent and articulates Chapter interests, policies and positions to internal and external constituencies.
5. Maintain continual and periodic communication with members of the Executive Board, committees, special interest groups and staff.
6. Present to the Executive Board and the membership communications from the APTA, reports and other announcements for information, discussion and/or vote.
7. Establish, with other members of the Executive Board and leadership, short and long range goals for the Chapter.
8. Sets the priorities of the Executive Director.
9. Prepare a list of Committee Chair nominees to the Executive Board for approval when vacancies arise due to term conclusion or resignation.
10. Appoints members of the Executive Board to serve as committee liaison.
11. Direct all other members of the Executive Board to monitor and advise their assigned committees.
12. Serve as an ex-officio member of all committees except the Nominating and Ethics Committees.
13. Monitor the activities of the Chapter Ethics Committee.
14. Call Executive Board, Executive Committee and Chapter Membership meetings according to Chapter bylaws or policy rules.
15. In conjunction with the Executive Director, prepare the agenda for all meetings of the Executive Board and Executive Committee and, along with the Board, prepare the agenda for Chapter Membership meetings.
16. Call special meetings of the Chapter as determined by Chapter bylaws.
17. Appoint special committees and task forces as needed or required.

18. Signs all contracts to which the Chapter is a party.
19. Have signature authority for checks on behalf of the AzPTA and assign an Executive Board member to sign checks.
20. Submit a report for publication in each issue of APTAN.
21. Maintain appropriate records of activities and reports generated in the capacity of official head of the Chapter.
22. Respond to correspondence from members, the APTA and external constituencies, review formal correspondence prepared by staff, and review and approve communications issued to the chapter membership.
23. Represent the Chapter at APTA's Combined Section Meeting and annual conference.
24. Submit, in collaboration with the Chapter Executive Director, an annual report of Chapter activities to the APTA.
25. Notify and prepare the First Vice President in the event of inability to perform any duty.
26. Institute appropriate action when general responsibilities are not carried out by chapter officers, committee chairs or appointed persons.
27. Submit an annual budget to the Treasurer In conjunction with the Finance Committee.
28. Encourage members to participate in Chapter and APTA activities and programs.
29. Review annually the organizational structure and policies of the Chapter.
30. Ensure with the Treasurer the Chapter's financial viability, adherence to the budget, and maintenance of financial records according to generally accepted accounting procedures.
31. Ensure that the Chapter maintains compliance with all APTA directives.
32. Ensure the occurrence of one leadership conference annually and incorporates the recommendations from the conference.
33. Submit request for reimbursement to the Treasurer within 45 days of the expenditure.
34. Attend at least two (2) District meetings annually.
35. Attend the annual Leadership Development Workshop.
36. Review and revise this section of the Chapter Operations Manual prior to the end of the term of office.
37. Carry out other duties as assigned by the Chapter Executive Board.