

Chapter President

As President of the chapter, it is your responsibility to fulfill all of the duties that are outlined in your chapter bylaws. The following duties generally are suggested as responsibilities that reside with the President. In addition, the President also retains responsibility for ensuring group harmony and good communication among chapter members.

AS PRESIDENT, YOU...

1. Call all chapter meetings and preside over them.
2. Organize the Executive Board into a functioning body and name appointed officers and committee chairmen.
3. Appoint and dismiss special committees as needed.
4. Communicate the specific duties of office to the Executive Board members, appointed officers and committee chairs. Review the written and "unwritten" duties of each office with the person who will be holding that office during the year. Be certain to include expectations regarding deadlines, reports, and permanent files.
5. Serve as an ex-officio member of all committees, except the nominating committee, to establish the goals and calendar for the year.
6. Have a meeting with your newly elected board, appointed officers and committee chairs to establish the goals and calendar for the year.
7. Develop a communication plan for the chapter. See that all correspondence, officer and committee reports are shared with the membership. Plan to READ important correspondence (including any materials from ESA Headquarters and the International Council) at each meeting. Also include important state and district communications in your review. Be sure that your Recording Secretary is returning Minute Report Forms from your chapter to ESA HQ.
8. Provide for the organization and distribution of a yearbook that lists the chapter goals for the year. Review these goals and chapter progress with the entire chapter on a quarterly basis.
9. Conduct meetings in accordance with good parliamentary procedure and follow accepted order of business.
10. Acquaint yourself with the rituals and ceremonies of ESA. Be prepared to officiate at the installation of officers along with pledge and jewel ceremonies. Invite other officers or special guests to officiate whenever you think their participation would add to the occasion.

Chapter Checklist

Special responsibilities that should be met each year!

- Is your chapter listed with the Chamber of Commerce? Remember to register your chapter as ESA or Epsilon Sigma Alpha International preceding your chapter name. This will assist people from outside of your community in locating your chapter.
- Have you submitted and approved a chapter budget for the year? Have you reviewed due dates for dues and chapter statements with the Treasurer?
- Have you planned a membership campaign for the year?
- Have you organized a publicity campaign to attract and recognize members throughout the year? Do you submit articles, photos, and press releases to your local media?
- Have you planned a new member orientation for the chapter and for new pledge?

Chapter President (Continued)

Chapter Checklist (Continued)

- Have you appointed a person to send chapter information to your state newspaper and the *JONQUIL*?
- Have you adopted a procedure for contacting ESA members who transfer to your community? In turn, have you developed a system for locating new chapters for your own members who may move out of town?
- Have you reviewed your bylaws and standing rules to be certain that they meet the needs of the chapter?
- Have you developed "Ways & Means" projects to assist the chapter in reducing personal expense for the membership?
- Have you developed a program that promotes personal growth and participation for ALL of the members of your chapter? (*This should include a healthy dose of activity that focuses on friendship and fellowship.*)

Meetings

IN ADVANCE: Have a written agenda prepared for the meeting. Set a time limit for the meeting (Two hours is a good maximum.) Allow time for enough social interaction to keep your members coming. Balance meeting to allow for the participation of ALL members. Include "brainstorming spirit builder" items in the agenda to maintain interest and excitement.

THE MEETING AGENDA: Organize the business at hand according to an accepted "Order of Business". The following outline is provided for your convenience.

Parliamentary Procedure and Bylaws

Remember that parliamentary procedure is like proper conduct in any aspect of life. There is a comfortable sense of self-confidence in the knowledge that one is acting in accordance with the rules that have been carefully thought out in the interests of individual participants and democratic group action. Your bylaws form the established rules of order for your chapter.

A guide is provided to assist you in using parliamentary procedure to conduct business at your meetings.

ORDER OF BUSINESS

1. Call to Order:
Chair: "The meeting will come to order."
2. Opening:
(Invocation - Flag Ceremony – Opening Ritual)
3. Reading and Approval of Minutes:
Chair: "The secretary will read the minutes of the regular meeting of ..."
(Note: If minutes have been circulated, the actual reading of the minutes can be omitted and the minutes can be acted upon as circulated.)
(If corrections are in order, the Chair would say: "The secretary will make the correction. Are there others? The minutes are approved as corrected.")
4. Reports of Officers and Standing Committees
 - a. Reports of Officers – call in order as listed in the bylaws
 - b. Reports of Standing Committees – call in order as listed in the bylaws
5. Reports of Special Committees
Called in order of appointment.
6. Unfinished Business
Questions coming over from previous meeting by:
 - a. Failure to complete the Order of Business.
 - b. Postponement: Chair, after consulting with secretary, should know if there is unfinished business and calls for it only if there is business in this class.

Chapter President (Continued)

Order of Business (Continued)

7. New Business
 - a. Correspondence requiring action is ready by secretary.
 - b. Members may introduce new items.
 - c. Questions placed on the table at previous meeting or earlier from present meeting may be placed on the table.
8. Program:
Chair: "The program committee will now present the program." At the conclusion of the program, the one presenting the program says: "This concludes the program."
9. Announcements
Chair: Are there any announcements?
10. Adjournment:
Chair: "Is there further business? Since there is no further business the meeting is adjourned."
11. Close with the **Closing Ritual**.

The above are guidelines for the meeting. You should adapt these guidelines to best handle the business of your chapter and its members.

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