

Operations Worksheet 1 – President
(Reviewed/Revised – March 2013)

1. The President is an officer elected by ballot of the membership during December. The installation ceremony and commencement of office is in January. A person may serve as President for not more than two consecutive years.
2. The President is Chief Executive Officer of the Corporation, Chairman of the Board of Directors, and Ex-officio member, with the right to vote, on all committees except the Nominating Committee.
3. The President appoints members of the Nominating Committee, and all standing and special committees except the Executive Committee.
4. The President, First Vice President, or other person authorized by the Board of Directors shall sign all deeds, mortgages, extension agreements, leases and contracts of the Chapter.
5. In case of doubt as to the duties and responsibilities of any officer, the President has the final decision.
6. The President's principle responsibilities are as follows:
 - a. Operate the Chapter as autonomous, but affiliated with MOAA.
 - b. Ensure currency of the Policy Book by developing and obtaining annual approval of policy changes.
 - c. Preside at Chapter meetings, Board of Director meetings and Executive Committee meetings.
 - d. Represent the Chapter in meetings or affairs of the Florida Council of Chapters of MOAA.
 - e. Serve as the senior chapter delegate at the annual convention of the Florida Council of Chapters.
 - f. Set goals and objectives for the Executive Committee, including but not limited to membership, programs, financial matters, and communication with the general membership.
 - g. Write a monthly column (President's Message) for the Chapter Newsletter.
 - h. Maintain liaison with other veterans organizations in the area, and other organizations impacting upon the Chapter.
7. In addition to the principle duties outlined above, the President will carry out scheduled Chapter events, including the following:
 - a. Monthly luncheon meetings, normally the third Friday of each month.
 - b. Monthly Executive Committee business meetings, normally the first Monday of each month.
 - c. Board of Directors meetings as required.
 - d. Meetings of the Florida Council of Chapters of MOAA when called.
 - f. The annual Convention of the Florida Council of Chapters of MOAA.
 - g. MOAA conventions. (optionally).
8. The President also will attend or appoint a representative to attend the following special events:

- a. Observance of the death of a member, such as a visitation or attendance at the funeral as may be appropriate.
- b. Presentation of ROTC medals to schools/colleges supported by the Chapter.
- c. Veterans' Day services and memorial services held by the county veterans' liaison council.

9. The "Council and Chapter Policies and Procedures Guide," available online at www.moaa.org and from MOAA Councils and Chapters Division at 1-800-245-8762, will assist the President in carrying out all responsibilities.