

ESCAPEES RV CLUB

Job Description: **CHAPTER PRESIDENT**

Job Summary:

As a volunteer, the president coordinates, motivates and directs all activities of a chapter of Escapees RV Club.

Duties and Responsibilities:

1. Conduct chapter meetings and executive board meetings.
2. Supervise all chapter activities.
3. Appoint committee chairpersons and assign duties as necessary to assure the smooth operation of the chapter. Ensure the chairpersons have job descriptions and complete their tasks.
 - a. Appoint or retain newsletter editor.
 - b. Appoint or retain webmaster.
 - c. Appoint or retain sunshine chairperson.
 - d. Appoint or retain Officers-at-Large
4. Ensure compliance with bylaws and standing rules.
5. Ensure that all chapter officers are informed of all correspondence pertaining to the chapter. Email works well.
6. Ensure that lines of communication are open between the chapter and national headquarters through the chapter directors.
7. Ensure that new and interesting chapter programs are created to keep member participation at a high level.
8. Sign checks as required by chapter.
9. Appoint a temporary officer until an election is held in the event of a board member's resignation or death.
10. Approves rally agenda/content & potential budget requirements.
11. Other duties as may be necessary.