



DUTIES OF PRESIDENT

- The President shall preside at all Chapter meetings as well as meetings of the Chapter's Board of Directors and Executive Committee. Such meetings should be governed by parliamentary procedure.
- The President shall appoint committees as needed by the Chapter and receive reports from Committee Chairpersons on a regular basis.
- The President shall work closely with Regional Directors, Officers and ALA Headquarter for the recognition of the Chapter and members and has the responsibility of maintaining contact with those individuals in order to keep members apprised of activities.
- The President shall attend either the Annual Conference or Regional Conference, as well as the Chapter Leadership Institute, at the Chapter's expense.
- The President shall approve all membership applications for ALA and Chapter membership. The President shall make certain that accurate membership records are maintained and that ALA Headquarters is kept apprised of all changes. The President should try to recognize and welcome each new member of the Chapter.
- The President will receive many telephone inquiries and correspondence. Every effort should be made to acknowledge and respond to calls and correspondence in a timely manner.
- The President should be available for meetings, events, and activities with other legal organizations, such as bar associations.
- The President shall participate in ALA's Chapter Presidents' listserve.
- The President will encourage members to abide by ALA's code of Professional Ethics.
- The President shall arrange for an audit of the Chapter's books.
- The President shall apply for merit awards as deemed appropriate by the Board of Directors.