



Duties of the Chapter President

As your chapter's president, you will be planning, organizing, and carrying out responsibilities associated with your role as the chapter chief executive officer. Most members will help you succeed if the tasks and expectations are clearly defined, reasonable, and the members share appropriate interest and skill. Today's training has been designed to help you better understand your primary function in this office, and the varied roles this position will require of you. This handout is intended to construct a basic framework for this office, and help you be successful. Your Chapter Advisor will also be a wealth of knowledge and advice for you to draw from as needed during your tenure in this office.

The following is a list of duties and responsibilities that are associated with, or assigned to a SkillsUSA Chapter President:

- Preside over all meetings
- Calls any special meetings as needed or required
- Approves all meeting agendas prior to publication
- Ensure that the chapter has an appropriate Program of Work in place.
- Appoint and assign all special committees
- Represent the chapter in any required public event

- Ensure that the membership is involved in chapter activities
- Maintains regular contact with the Chapter Advisor
- Assists all other chapter officers as needed
- Serves as a spokesperson for the chapter
- Remains fair and impartial during the chapter decision making process
- Provides encouragement and motivation to fellow officers and chapter members
- Ensure that chapter officers know the duties of their office and that they perform them

As the most visible officer in the chapter it is imperative that you set the example for your officer team, and all of the club membership. The highly visible aspects of your duties will be more often what you are judged by the most. There is nothing more highly visible to your members than the manner in which you conduct your local meetings. For that reason it is very important that you follow these guidelines so that your officer team and the chapter membership are confident in your ability as their chief executive officer.

1. Memorize your part for opening and closing a meeting.

It is your responsibility to ensure that all meetings are conducted in official order, meaning that all adhere to the opening and closing ritual of a meeting. This effort will train the membership on proper meeting protocol, and instill in them the professionalism and pride of belonging to an organization with a purpose and vision. Part of this training packet contains a copy of how to open and close a meeting for your future use. There is never any substitute for “leading by example”. That being said, you must memorize your ritual parts of a meeting before you can ask the same of your fellow officer team. I cannot overstate the importance of this aspect to your position. You are the example every other officer and member look to for direction and action.

2. Know how to conduct the business of a local meeting.

As Chapter President, you are the moderator for all meetings. It is you that controls the meeting pace, progress, and professionalism. Prior to any meeting, you must approve the meeting agenda that is drafted by the Chapter Secretary. It is your responsibility to give the secretary all new business items (both action related and information related) that will go into the agenda before the secretary can set forth drafting a copy for your approval. Once you approve the agenda, make sure that your Chapter Advisor approves it as well. There is a sample copy of an agenda in this packet for you to reference.

All chapter meetings and business is conducted according "Roberts Rules of Order". Your advisor can get you a copy of this publication if needed, and can certainly mentor you in all areas of parliamentary procedure.

3. Ensure that the chapter has an outlined Program of Work

As president it is your duty to put before the membership a Program of Work that promotes a positive climate in the chapter and fosters member growth. It is the duty of the Vice President to develop, for your consideration, a Program of Work for the chapter. This would most likely be accomplished with your assistance, or at least the assistance of the rest of the officer team. This must be developed early in the year as it serves as the "chapter roadmap" during your tenure in office.

There are 7 key areas to a chapter Program of Work:

- Professional Development
- Community Service
- Employment
- Ways and Means
- SkillsUSA Championships

- Public relations
- Social Activities

A handout is enclosed with this packet to help you better understand these areas, and resources are provided for each key component.

4. Ensure that your officer team is trained in their positions

As Chapter President it is your responsibility to ensure that all of the chapter officers know all of the requirements of their positions. Your Vice President will help you oversee this task, but the burden of ensuring they are competent in their role and know how to perform the functions of their position falls upon you. Your Chapter Parliamentarian can assist you in training the officer team as needed. Seek the advice of your Chapter Advisor for other ideas to help you accomplish this task. You could consider an Officer Retreat, and make it a training event.

5. Always remember that you are the spokesperson for the chapter

As Chapter President you will be required at times to be present at public events that may or may not be related to chapter activities. Your appearance and conduct is highly visible to others, and you must protect the integrity of your office by always looking and being your best. Expect that you may get called upon to deliver speeches or presentations to local civic groups, or other student organizations. This is a great way to get the chapter message out to others, and to promote SkillsUSA.