

## EXPECTATIONS OF AN SMPS CHAPTER PRESIDENT

**An SMPS chapter president is the principal officer of the chapter exercising general oversight of its affairs and officers. They are responsible to the chapter's membership for seeing that the programs and policies of the chapter reflect the needs of the membership.**

### An SMPS chapter president:

- Plans and, as the chair, leads all board meetings
- Attends all board meetings
- Serves as the chapter's spokesperson as needed
- Oversees, motivates, and mentors all board members as they carry out their duties and responsibilities
- Works with the treasurer in planning and creating a responsible fiscal budget for the chapter
- Implements the chapter's strategic plan and budget for the new program year
- Reviews monthly bank statements for the chapter
- Ensures required reporting documents are completed and returned to HQ, meeting deadlines
  - Chapter education report (September 30)
  - Chapter finance report (September 30)
  - Chapter board and volunteer roster (June 30)
- Reviews and signs the [SMPS Chapter Affiliation Agreement](#) and ensures adherence to the agreement

### Additionally, an SMPS chapter president:

- Familiarizes themselves with the [SMPS Mission and Vision](#)
- Reads through and understands the [SMPS Diversity, Equity, and Inclusion Philosophy and Policy](#)
- Ensures the board members embrace the [Chapter Awards](#) (updated for 2022) program format and criteria, and have a working knowledge of [all Society award and recognition programs](#).
- Is knowledgeable of the [SMPS Standards of Learning](#) and embraces and promotes the idea that learning is a process and not the result. The amount of energy placed on "what" should be learned must be equal to "how" it should be learned.
- Is aware of the resources provided by HQ for chapter volunteers and effectively promotes and encourages use of these resources with chapter volunteers
  - [SMPS Chapter Volunteer Calendar](#)
  - [Volunteer training resources](#)
  - [All Chapter Leaders Community within MySMPS](#)

Lastly, an SMPS chapter president adheres to the chapter volunteer [Code of Conduct](#) and thoughtfully undertakes to fulfill the promises made within the [Chapter Presidents Oath](#).