

## CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	<b>President</b>
PURPOSE:	The President is the top executive officer of the Chapter. This position heads meetings of the Executive Committee and the Chapter and coordinates the work of officers and committees. This position is also a member of the CSUEU Board of Directors, representing the Chapter.
TYPICAL DUTIES:	Chairs Executive Committee and Chapter meetings. Attends CSUEU Board of Directors meetings as board member. Appoints committee chairs. Coordinates the work of committees and officers.
TIME COMMITMENT:	Executive Committee meetings (prepare agenda, chair meeting, follow up) – 3 hours per month.  CSUEU Board meetings (attend board meeting) – Three consecutive days three times per year.  Other time commitments depend on direct involvement in committees or programs (optional).
TRAINING:	Basic Steward Training CSUEU Board orientation
REPORTING RELATIONSHIPS:	Reports to the CSUEU Board and Board Executive Officers.  Reports to the Chapter Executive Committee.  Coordinates with the LRR.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The President is primarily an administrative and coordinating position. While overseeing programs such as representation, organizing, and communications, this position is not directly responsible for these programs. The President does assign tasks to other officers, chairs and committees.
ELECTED/APPOINTED BY:	The President is elected by chapter members to a three-year term.