# President

The President is the senior member of the Board and an Officer of the Chapter.

## Meeting Planning and Preparation

* The President, or his/her delegate(s), shall be responsible for the planning and logistics of all regular and special meetings of the membership, Board and Officers including:
* Announcement(s) and Schedule;
* Location and related logistical arrangements;
* Agenda and materials to be considered at the meeting including the President’s status report if appropriate; and,
* Review and adoption of minutes or other outcomes of the meetings.
* Typically, the Vice President Operations will work closely with the President and assume responsibility for the planning and preparation.

## Chair Meetings

* The President shall be the Chair at all meetings of the Chapter membership, Board and Officers. The President-Elect will chair any meeting in the President’s absence, or the President can temporarily delegate another Board member to be the Chair at a specific meeting. In the absence of the President, President-Elect or delegated Chair, the precedence for Chair shall be VP(s), Immediate Past-President and Treasurer.

## Chapter Representation

* The President, or his/her delegate, shall represent the Chapter in all matters regarding PMI Global, PMI Region 3, PMI North America Service Centre, PMI Leadership and the general public.

## Replacement Board Members

* The President shall appoint replacement Board members to vacant positions, subject to the Board’s approval.

## Presidential Reports

* Prepare and present an Annual Report, composed of sections prepared by other Directors and Officers, to the membership at the AGM.
* Prepare and present status reports at each Board meeting.

## Direct Activities of Others and Delegate Responsibilities

The President, or his/her delegate, shall direct the activities of Directors, Officers and others involved with Chapter management and administration. Although the President retains ultimate responsibility, the following are typically delegated to other Directors:

### E-mail and Written Correspondence

* The President is responsible for receiving, redirecting (if appropriate), reviewing and responding to all regular or electronic correspondence directed to the Chapter, Board or President. This may be delegated to others to pre-process correspondence if and when appropriate.

### Appoint Nominating Committee

* The President shall appoint, with the approval of the Board, the Chair of the Nominating Committee to prepare for Chapter Board of Directors elections at the AGM. Typically, the Immediate Past-President chairs the Nominating Committee.

### Board and Officer Roles and Committee Chair Appointments

* The President shall appoint Board members and Officers to specific roles, and committee chairpersons to task teams as required and subject to the Board’s approval. The President shall be an ex-officio member of all Board or Chapter committees, groups and project teams.

### Chapter Awards

* The President, with the advice of the Board, should determine the individuals and firms to receive awards at the AGM including: Outstanding Service Award(s); Award(s) of Excellence; President’s Award of Excellence; and Outstanding Sponsor(s).

### Chapter Records

* The President, or his/her delegate, shall take the necessary steps to establish and maintain the official records of the Chapter and to ensure that all permanent records or copies thereof be made available to the appropriate parties. Typically, this responsibility is delegated to the Vice President, Operations.

### Charter Renewal

* The President shall be responsible for the annual Charter Renewal submission to PMI-HQ’s Vice President, Chapter Activities. The responsibility to prepare the Charter Renewal submissions may be delegated to the President-Elect who will engage other Officers and Directors as needed.

## Execute Financial and Legal Agreements

* Ensure agreements to be executed by the Chapter are appropriate and legally acceptable.
* The President, or the Treasurer acting as his/her delegate, shall execute financial agreements (e.g. venues, suppliers, etc.) on behalf of the Chapter.