



Chapter President Roles and Responsibilities

The officers of the chapter shall be the President, President-elect or Vice-President, Secretary and/or combined Treasurer as determined by the chapter and described in the Standing Rules of the chapter. The officers of the chapter shall be elected by ballot (mail or secure online service). The officers are responsible to the chapter to assure that the chapter complies with all rules and regulations of HPNA and with any applicable state and local laws or regulations.

.1 President

)a Responsibilities

- .1 Direct the activities of the chapter subject to the control of the Chapter Executive Board.
- .2 Appoint Standing Committee chairs (if not elected chairs), with Board approval.
- .3 Coordinate the development of chapter goals, strategic plan, objectives, and budget with the Chapter Executive Board and Committees chairs of the chapter Standing Committees.
- .4 Monitor the implementation of the chapter goals, strategic plan, objectives, and budget.
- .5 Advise the general membership and the Chapter Executive Board of progress toward the chapter goals, strategic plan and objectives, end of life care issues and trends, and information from the national HPNA.
- .6 Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the Chapter Executive Board.
- .7 Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the general membership. At least one must conduct the business of the chapter.
- .8 Serve as an ex-officio member of all chapter Standing Committees **except** the Nominating Committee.
- .9 Coordinate the completion, review, and submission of the Annual Renewal of Charter Report according to procedures established by the national HPNA.
- .10 Review and sign the completed Quarterly and Annual Treasurer's Reports.

- .11 Mentor and prepare President-elect, if applicable.
- .12 Schedule and attend a transition meeting between the outgoing and incoming members of the Chapter Executive Board and standing committee chairs.
- .13 Assure that the records of the chapter are maintained according to procedures established by the national HPNA.
- .14 Serve as a liaison between the general chapter membership, the Chapter Executive Board, the national HPNA and District Leaders.
- .15 Represent the chapter at meetings of the national HPNA and other healthcare groups as approved by the national HPNA
- .16 Perform other responsibilities designated by the Chapter Executive Board or the national HPNA.

Source: HPNA Chapter Manual 05/14