

# Chapter President

**Purpose:** Chapter presidents provide the local leadership and direction for WWOA chapters in compliance with WWOA bylaws.

## **Duties & Responsibilities:**

- Organize, facilitate, and preside over chapter meetings
- Ensure timely adoption of annual chapter budget
- Serves as spokesperson and executive head of chapter
- Works with WWOA Executive Director to ensure accurate and timely reporting and documentation of all required chapter annual operations
- Serves as chapter representative on state level Chapter Chairs Committee
- Provides training and orientation to president-elect

## **Qualifications & Skills:**

- Professional work ethic
- Current WWOA and chapter membership
- Ability to send and receive WWOA and chapter communications in timely manner
- Communication and interpersonal skills to lead a diverse group effectively

**Length of commitment:** Chapter bylaws specify terms and term limits

**Days/times volunteer is required:** Must attend all chapter meetings, be available for communication with members and chapter board throughout, and attend as many chapter activities as possible

**Benefits to the volunteer:** Develop effective leadership skills, have a positive impact on your local chapter, WWOA, chapter members.

**Training provided or other details:** Training provided by past-president