



IARP WA CHAPTER BOARD OF DIRECTORS POSITION DESCRIPTION:
PRESIDENT

SUMMARY

President shall preside at meetings of the International Association of Rehabilitation Professionals (IARP) chapter meetings and be an ex officio member of all the chapter committees.

PRINCIPAL RESPONSIBILITIES

- Presides at all meetings of the Board of Directors and exercises and performs such other powers and duties as may be assigned to him or her by the Board or prescribed by the Bylaws.
- Presides at all monthly general membership meetings, ensuring through other Officers, that the meeting has received the necessary promotion, has a program and other meeting details are adhered to.
- Provides general direction and control of the business and Officers of the Chapter, subject to such supervisory powers, if any, as may be given by the Board.
- Enters into contracts for and in the name of the Chapter, subject to approval by the Board.
- Represents the Chapter at National IARP meetings.
- Prepares reports for the Board concerning the affairs of his or her office.
- Performs a leading role in the selection of the next year's Board of Directors.
- Performs other special assignments and responsibilities as requested or required.

Added by Jennifer Bowes 2014-2015:

- Participate in **monthly IARP Council of Chapter Presidents (COCP) teleconferences** or delegate a replacement for each call. Calls are held the third Tuesday of each month at 9:30 a.m. Pacific time etc. Be prepared to give a brief report of activities, issues, and challenges in your chapter.
- Ensure that an **annual election is held** in accordance with your chapter by-laws. The election results must be known and provided to your members and IARP headquarters by May 1 annually.
- Monitor the **filing of the annual year-end financial report (December 31)** by the chapter treasurer. The report form is provided to you and the treasurer early in January and must be filed by March 31 to IARP headquarters.
- Guarantee that the chapter treasurer or you **file the ePostcard with the IRS by October 15**. IARP headquarters will provide complete filing instructions to you.
- Conduct an **annual meeting of the chapter members** as required by your chapter bylaws.
- Attend the **annual in-person chapter presidents leadership meeting** or send an appropriate delegate from the board.
- Make certain that you **send a welcome letter to all new members**. A sample letter is available at IARP Connect. This function may be delegated to another director e.g. membership chair
- **Contact members whose dues are about to expire to renew**. Sample letter is available at IARP Connect. This function may be delegated to another director e.g. Membership Chair
- **Distribute the monthly membership report to all your board members**. This function may be delegated to another director.