

SEAALAS Standard Operating Procedure		Revision 00 Date: April 20, 2011
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- I. The President is elected as President-Elect prior to serving as President on the SEAALAS Executive Committee.
- II. The President serves a one-year term and then assumes the position of Past President for a one-year term.
- III. The President is a voting member of the Executive Committee.
- IV. The President will be a mentor to the President-Elect.
- III. Duties during the year in office:
 - a. Write a Presidents letter to the membership for each newsletter, and submit any noteworthy information to the newsletter editor.
 - b. Plan dates for Branch meetings and the Annual Awards Banquet and coordinate arrangements with the Program Chair.
 - c. Hold quarterly Executive Committee Meetings either physically or electronically.
 - d. Send notices to all Committee Members announcing any Committee meetings.
 - e. Preside over all Executive Committee meetings. Provide agendas for each meeting.
 - f. Assure that all Committees are making progress on their duties through quarterly phone calls or email.
 - g. Represent Branch as President at the District IV meetings and serve as a member of the District IV Council.
 - h. Communicate with the ED on any issues pertaining to the business of the organization.
 - i. Send a performance evaluation of the ED to all Executive Committee members prior to last quarterly meeting and discuss and vote on the Executive Director performance at the last quarterly meeting of elected term.