

President Training

Role of the President

- Be a leader not a dictator
 - Meet with new Board immediately following elections
 - Review the budget for the upcoming year (the budget should be approved by the Chapter body before the new fiscal year)
 - Set goals for the upcoming year
 - Increase membership
 - Volunteer more
 - Plan out your calendar
 - Events / parades
 - Speaking engagements (great PR)
 - Social Events
 - Reach out to VSO's & Chapters to encourage collaboration
 - Present ideas to the Chapter body for approval
 - Chapter has final vote
 - Run monthly meeting
 - Set agenda (fluid)
 - Draft minutes from previous meeting
 - Financials
 - Make it uplifting, not all business
 - Engage all members
 - Find everyone's strength
 - Issues
 - Lead with kindness & grace; the Chapter will follow your lead
 - Some choose to stir the pot, while others choose to savor the soup. Let's focus on the flavors that unite us rather than the ingredients that divide us.
- Mentor your members
 - Grows future leadership

Elections

- Held between August 1 and September 30 (ALL offices are open!)
- Elected Officers
 - President
 - 1st Vice President (Membership)
 - Recording Secretary
 - Financial Secretary (money in)
 - Treasurer (money out)

Note: BOTH Financial Officers should have access to your books (QuickBooks online (TechSoup) 2 editing rights / 3 viewing rights)

Additional ELECTED Officers

- 2nd Vice President (newsletter/yearbook/history)
- 3rd Vice President (Blue to Gold)
- 4th Vice President (Compliance)

Note: if not electing a 2VP; a 3VP and 4VP cannot be elected. The Blue to Gold becomes an appointed position.

- Officer Roster / Affiliation Agreement
 - File immediately after election
 - Must be completed immediately every time there is a change within the Board
- Compliance
 - Should be completed by ALL Chapter Officers
 - Teaching others
 - Provides teamwork / ownership
- Appointed positions (not required but a great way to involve other members)
 - Chaplain (opening / closing prayer of meetings)
 - Fundraising Chair
 - Events Chair
 - VA Rep (must go through Anne Parker)

Chapter Communication

- Email
 - Officer emails (president.mo5@bluestarmothers.us)
- Social Media (no business; only informational purposes)