



# Central PA

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## President

The President focuses on the vision and direction of the Board of Directors. The President is the primary contact between the Chapter and the national office. The President is responsible for communicating the National agenda to the local Chapter, and community.

The President shares responsibility with the Vice President(s) for running Board meetings, setting an agenda and keeping the Board focused on its mission and objectives, as well as introducing and maintaining programming within national Initiatives

The President works closely with Board members, and initiates and/or decides upon significant proposals that affect the entire Chapter. The President is responsible for maintaining and communicating the Chapter charter and Chapter bylaws.

The President's main goal is to support, encourage and work with Board members to fulfill duties, put on programming and serve the community. The President must act with the chapter's best interests in mind, not showing bias or favoritism in any situation.

## Duties Include:

- Creating and distributing agendas for meetings;
- Assuring that the Chapter pursues its mission consistently with its goals and objectives and assuring the accountability of the organization to the interests of the Members;
- Ensuring the accountability of the Chapter and its Board of Directors — to each other and the community;
- Performing or supervising specific duties agreed upon by the Executive Board and/or included in the Chapter bylaws (i.e., soliciting signed Board Agreements);
- Participating in a monthly Presidents' Council conference call;
- Ensuring that a complete set of relevant files and instructions are made available to the next President;
- Completing and maintaining misc. administrative and housekeeping tasks;
- Providing the Board with the materials, support and assets it needs to serve the local community.