



## **OPERATING GUIDELINES**

### **PRESIDENT**

#### **I. OBJECTIVE**

To describe the responsibilities of and procedures to be followed by the President.

#### **II. TERM OF OFFICE**

The President shall serve for a one year term, having served as Vice President for the previous year. At the end of the Presidential term, the President shall succeed to the position of past President for a term of one year.

#### **III. DUTIES**

- A. Member of the Board of Directors.
- B. Attends **MARSQA** Board of Director meetings, presides as Chair of the Board.
- C. Provides leadership for **MARSQA**.
- D. Assists in the development of policies, and procedures and/or operating guidelines for **MARSQA**.
- E. Votes on policies and issues that are required to effectively govern the Chapter.
- F. Member of the Finance Committee

#### **IV. PROCEDURES**

- A. Presides at all Board of Director meetings.
  - 1. Half-day meetings on the days of membership meetings.
  - 2. "Full" day meetings and/or Teleconference, as needed.

3. Provides at least seven days notice to the Board of Director members of pending meetings.
  4. Special meetings with approval of the Board of Director members or by the presentation of a petition to the President signed by 20% of the members of the chapter in good standing.
- B. Presides at all Board of Director meetings.
- C. Attends the SQA Regional Chapter President Committee (RCPC) meetings/teleconferences, as required.
1. Provides Chapter updates to the SQA board.
  2. Collaborates with the Treasurer to ensure timely submission of Chapter annual reporting information to SQA.
- D. By January 31<sup>st</sup> of each calendar year, confirms authority of **MARSQA** officers and/or committee chairs that are authorized to approve invoices or receive payments for expenses incurred during the pending year.
- E. Appoints, with Board approval, all non-elected committees as necessary and automatically becomes an ex-officio member of such committees.
- F. Arranges for service awards. Refer to guidelines for award policies.
- G. Keeps current with developments in the field of Quality Assurance and guides the Chapter in the formation of constructive activities.
- H. Attends SQA Annual meeting on behalf of **MARSQA. MARSQA Board of Directors will determine a predefined reimbursement schedule** for the President's costs to attend the meeting. In the event the President is not able to attend the SQA Annual meeting, the Vice President or a delegate (a member of the BODs) will attend on the President's behalf; T&E will be the same.

## V. RECORDS

- A. Ensures minutes of Board of Director meetings and Committee meetings are properly generated, distributed and placed in Historical Files as appropriate.
- B. Forwards copies of other correspondence to Historical Files, as appropriate.

**VI. TIME REQUIREMENTS**

- A. Minimum of 5 days per year for Membership and Board of Director meetings.
- B. Average of 4 hours per week on correspondence, phone calls and other communications.