

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE PRESIDENT**

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The President shall be the chief executive officer of the Society and shall be responsible for the management of its operation. The President shall supervise the administration of the Society, including the implementation of policies adopted by the Board of Directors.

The President shall preside at the meetings of the Society and the Board of Directors. The President is further responsible for appointing committees, and monitoring and directing Society activities to ensure objectives are being met.

More specifically, these duties include, but are not limited to:

- a) Determining the location of the Board meetings.
- b) Presiding over the monthly Board meetings, the general and business membership meetings, and the Annual Conference.
- c) Representing the LSCPM as a voting member of the monthly Curriculum Committee (working committee) for the CPTP Policy Board. Meetings are currently held at the First Circuit Court of Appeals building.
- d) Representing the LSCPM as an ex-officiating member of CPTP Policy Board. A status report of the LSCPM is given at each CPTP Policy Board meeting, which are held approximately twice per year. Meetings are currently held at the CPTP office.
- e) Acting as an ex-officiating member of every LSCPM committee, except the Nominating Committee.
- f) Writing and submitting the President's Message for each Newsletter, and the Louisiana Society's webpage, <http://www.lscpm.org>.
- g) Appointing Chairs of all committees, other than the Program, Membership, Mentoring, and Conference Committees.
- h) Being responsible for the completion of unfinished business through January 31 following the term of office.
- i) Requesting from Committee Chairs reports for the Annual Breakfast Meeting and the end of year meeting and each Board meeting.

- j) Coordinating e-mail activities of issues and motions including bringing an issue forward, accepting motions/seconds, summarizing discussion, conducting the vote, and delegating any subsequent tasks.
- k) Delivering to the incoming President, all files, papers, and other property belonging to the Society immediately upon retiring from office.
- l) Order the Past-President plaque and present to the Past-President at the January Business Meeting. Order the Past-President plate for the Past Presidents plaque at the CPTP office.
- m) Representing the LSCPM as a delegate to the AACPM Annual Conference.
- n) Acting as primary liaison between the Society and the Academy.
- o) Submitting information, etc. to the American Academy of Certified Public Managers, as requested.
  - 1) Complete and submit the annual state society report to the AACPM Secretary by end of January of the year ending your term.
  - 2) Designate and complete the information on Louisiana delegates to the House of Delegates for the AACPM annual conference. Submit to the AACPM Secretary by the end of February.
  - 3) Designate someone to coordinate the Society Basket donation to the AACPM conference. Basket must be brought or shipped to the conference by a date designated by the AACPM.
  - 4) Update Society Leaders spreadsheet requested by the AACPM via e-mail.

Term Limit. The President is not eligible for consecutive terms.

### **Attachment 1 –Calendar of Events**

#### January

- 1 Determining the location of the Board meetings.
  
- 15 Update Society Leaders spreadsheet requested by the AACPM via e-mail.

#### February

- 20 Designate and complete the information on Louisiana delegates to the House of Delegates for the AACPM annual conference. Submit to the AACPM Secretary.

#### March

- 1 Submit article for quarterly newsletter to be printed in June.
  
- 15 Designate someone to coordinate the Society Basket donation to the AACPM conference. Basket must be brought or shipped to the conference by a date designated by the AACPM.

#### April

- 1 Ensure that the Treasurer pays for the AACPM Member Dues

#### May

- 1 Send letter to members from 2 years ago asking them to consider joining again
  
- 15 Send letter to all past CPM /CST grads, not currently members, to ask them to join (June 1 is deadline for members to be included in membership booklet.)

#### June

- 1 Represent the LSCPM as a delegate to the AACPM conference and ensure 2 other delegates
- 1 Submit article for quarterly newsletter to be printed in June

#### July

#### August

- 15 Submit article for quarterly newsletter to be printed in September

#### September

Coordinate nominations for CPM and CST of the Year

#### October

- 1 Conference Activities

LSCPM

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**POLICIES AND PROCEDURES MANUAL**

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November

December

January (Next Year)

Complete and submit the annual state society report to the AACPM Secretary (Duty as Past-President)