***SOP: President***

1. **Title:** President
2. **Term of Office:** The President must be a member in good standing of both National AALAS and the Mile High Branch AALAS, and is elected by the Mile High Branch AALAS membership. The President will serve a one year term that begins on January 1st and ends on December 31st. The President will be elected and serve for one year in each role consecutively of President-Elect, President and Past President, for a cumulative term of three years.
3. **Duties:**
   1. All officers and board members will review the branch constitution, by-laws and SOP's during the first six months of their term, and make recommendations for amendments to the board if necessary.
   2. Attend branch meetings, including board of directors meetings and vote on issues brought before the board.
   3. Committee Membership
      1. The president oversees all committees and serves as ex officio member of each
   4. The President directs all activities of the board
      1. Schedule and preside over Board meetings
      2. Notify all Board Members and any relevant parties of the Board of Directors meeting, dates, places and times.
      3. Send a preliminary agenda to members of the Board, and request additional agenda items.

E. Send final agenda out before the meeting, or bring copies of the final agenda to the meeting.

1. Leads board to schedule General Membership meetings.

F. If applicable, send the AALAS National form, generated by the National office, to request a National Board Member attends the annual Branch meeting.

H. Appoint, with Board approval, the TBR, at least two website administrators and chairpersons of ad hoc committees.

* + 1. Ensure that all committee members and board members are performing their function in order to carry out the mission and goals of the Branch. See MHB SOP's for specific duties of each officer and committee.
    2. Schedule the annual audit of the financial records and appoint Audit Committee.

I. Author the "President's Message" column for each newsletter to apprise membership of activities in the Branch, National AALAS news, etc.

J. Near the end of the year/ term; write thank you notes to all officers and committee persons, and welcome new officers and committee members. Pass the "gavel" to the incoming President.

**IV. Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 23, 2018**