



## **PRESIDENT, Mended Hearts Chapter 351**

The chapter President is the Chief Executive Officer of the chapter and should preside over all chapter meetings. The President is responsible for keeping order and enforcing all rules relating to debate. The President also has the authority to delegate all or any part of their duties to any Vice President or to any office as determined by him/her self.

### **Duties of the President are:**

1. To open and close all chapter meetings at appointed times.
2. To conduct business in every way compatible with the rights of the Chapter members.
3. To carry out all resolutions duly adopted by the chapter membership or by the chapter's Executive committee.
4. To know the chapter bylaws, other rules of the chapter, rules of The Mended Hearts, Inc., especially those rules regarding visiting.
5. To call special meeting of the chapter or of the Executive Committee as necessary to meet the needs of the chapter or of The Mended Hearts, Inc.
6. To provide for elections of chapter officers at annual meeting of the Chapter.
7. To prepare or to assist in the preparing reports to The Mended Hearts, Inc.
8. To appoint committees, committee chairpersons and other non-related Officers.
9. To guide other chapter officers and committee chairperson and to assist them in their work, EXCEPT the nominating committee.