

PRESIDENT

You are responsible for the complete operation of the Chapter. Some of your duties may be delegated, but the control and responsibility rests squarely with the President. As President you are responsible for seeing that the mandates of the Chapter Constitution and By-laws are followed to the letter. You should therefore be thoroughly familiar with the Constitution and its requirements. See Article 6 for constitutional duties of the President.

I. COMMITTEES:

The President shall appoint all members of each committee with the input of each chairman. If chairmen are appointed first, the President may solicit recommendations from the chairmen. Committee effectiveness will be enhanced if all members are dedicated to NAPUS, are congenial and interested in working as a team. Committee members should represent all classes of offices and generally be selected from all ZIP areas in the state. The exception would be some convention committees that would best be filled by members in the host area.

Standing Committees shall be appointed within 60 days of the installation of officers according to Article 4 of the Constitution.

Convention Committees shall be appointed prior to the Change-over Executive Committee meeting or no less than four months prior to the annual convention according to Article 6 of the Constitution.

All committee appointments shall be published in the first edition of the *Around The Cracker Barrel* after the appointments are made.

II. COMMUNICATIONS:

A. Intra-chapter: It is the President's responsibility to establish a communication system to keep all officers, committee chairmen, and key people advised of all activities concerning them. Copies of communications can be reproduced at minimal cost and should be used extensively.

B. Outside: All outside communications from national headquarters or other chapters should be answered promptly, without fail.

C. Personal Visitation: Personal contact is desirable and can be accomplished by visitation of all chapter officers and committee chairmen at all levels of chapter function.

D. USPS: The Chapter President should maintain contact with Postal Service District/Division Management in the state and be sure that they are invited to all ZIP Area and Chapter meetings.

III. DELEGATION OF DUTIES: The President must guard against running a “one-man show” which would cripple the chapter at a later date. Experience, as committee chairmen and area vice president, is the best training for future officers who are prepared to lead the chapter.

IV. SERVICE TO THE MEMBERSHIP: The needs of the membership must be provided promptly. Inquiries and/or complaints must be acknowledged or answered the same day they are received. This can be accomplished either by letter or telephone. The President has other Chapter Officers plus the National Officers to help resolve any and all issues brought to their attention. If the President accomplishes this aspect of their duties in a commendable fashion, they will go down in the history of their Chapter as “A GREAT PRESIDENT.”

V. MEMBERSHIP: The subject of membership is one to which the President must devote a great deal of time and effort. This is best accomplished through the continuing efforts of all the Chapter Officers. Suggestions for successful membership are outlined under duties of the Membership Committee in Article 6 – Membership ZIP Area Directors.

VI. LEGISLATION: In addition to the membership program, the subject of legislation is one of the most important areas that a President must address. Again, this is an on-going program that demands the President’s attention at all times during the term. A firm commitment from the Legislative Chairman is of utmost importance to the success of the program. See duties of the Legislative Chairman.

VII. STATE CONVENTION: The Chapter shall meet annually in a location voted on by the Chapter two (2) years prior to the convention. The success of a state convention depends on the close cooperation between the President, Convention Chairman, and the Host Postmaster.

VIII. OTHER OFFICIAL DUTIES: The President shall be the primary representative of the Chapter at the Southern Officers Conference, the National Convention, and the National Leadership Conference. As many other officers and members as possible should also be urged to attend these important meetings.