

**PASR Chapter President's Responsibilities**

- **Become familiar with the chapter by-laws**
- **Become familiar with chapter committees and responsibilities**
- **Schedule dates, time and location of executive committee meetings and regular chapter meetings**
- **Provide a list of chapter leaders and updates to the region**
- **Appoint chair of respective standing committees and ad hoc committees, as needed per chapter by-laws**
- **Preside at meetings of the executive and regular meetings**
- **Prepare agendas for executive and regular meetings**
- **Serve as a member of the region executive council and attend meetings**
- **Serve as a member ex-officio member of all committees**
- **Communicate with membership**
- **Secure delegates to House of Delegates in accordance with guidelines issued by PASR**
- **Work with the chapter executive committee to formulate a chapter yearly plan of action to fulfill PASR's mission**
- **Submit a president's message for each issue of the chapter newsletter**

**YCPASR President's Duties**

<b>MONTH</b>	<b>EVENT</b>	<b>PREP / REQUIREMENTS</b>	<b>LOCATION</b>	<b>NOTES</b>
January	Chapter Board Meeting	agenda, newsletter article	SpiriTust Lutheran York	
February				
March	Chapter Meeting Chapter Board Meeting PASR Executive Board Meeting Region 4 Retirement Meeting	agenda agenda, newsletter article  (month may vary)	Wyndham Garden York SpiriTust Lutheran York Mechanicsburg Mechanicsburg	
April	PASR Region 4 Meeting		various Region 4 locations	
May	Chapter Meeting	agenda	Wyndham Garden York	
June	Chapter Board Meeting	agenda, newsletter article	SpiriTust Lutheran York	
July				
August	Chapter Meeting	agenda	Wyndham Garden York	
September	Chapter Board Meeting PASR Executive Board Meeting	agenda, newsletter article	SpiriTust Lutheran York Mechanicsburg	
October	PASR Region 4 Meeting PASR House of Delegates Meeting		various Region 4 locations various locations	House of Delegates held on odd years
November	Chapter Meeting YCPASR Travel Meeting PASR Leadership Development Conference	agenda	Wyndham Garden York various YCPASR locations various locations	
December				