



Chapter President Responsibilities

As your local ACT for America Chapter's President you will be responsible for the success and growth of your chapter. Listed below are the responsibilities of a Chapter President:

- Maintains communication with ACT for America HQ on a regular basis (at least once a month).
- Submits monthly update about their chapters accomplishments, activities, plans, next meeting topic, etc. to ACT for America HQ.
 - Monthly update should be sent to chapters@actforamerica.org with the subject line "ACT (Insert location here) (Insert month here) Update" ex. ACT Los Angeles December Update
 - Be sure to include photos of your chapters monthly activities in this monthly update.
 - Include the contact information of any new chapter members not previously signed up through the ACT for America website.
- Presides over chapter meetings
- Calls chapter meetings
- Facilitates officer meetings (if applicable)
- Appoints committee chairs and/or appointed officer positions
- Develops plans and goals for the chapter
- Ensures chapter meets requirements (Chapter Obligations & Chapter Code of Conduct) to be considered an ACT for America chapter (listed below):
 - Chapter Obligations: In order to remain an active ACT for America chapter the group is responsible for:
 - I. Maintaining an Executive Board/Officer Team with at least four (4) positions: President, Vice President, Secretary, and Treasurer. More positions may be necessary based on your groups preferences.
 - II. Submitting a Chapter Agreement form (actforamerica.org/chapteragreement)
 - III. Organizing at least one (1) activism initiative per 6 months (includes meetings, voter registration drive, Letter to the Editor Campaign, etc.)
 - IV. Organizing an end of the year "Victory Party" for all members to attend.



- V. Remaining in communication with an ACT for America team member on a regular basis (once a month). Through the monthly update.
- VI. Adhering to ACT for America's Chapter Code of Conduct and ensuring all operations are in accordance to 501(c)4 guidelines.

Chapter Code of Conduct: ACT for America chapters are expected to adhere to the following conduct expectations:

- I. ACT for America chapters may never endorse any candidates running for public office. **Leaders of the chapter may endorse candidates in their personal time, but may not do so on behalf of the chapter.**
- II. ACT for America chapters may never campaign for political candidates or aid political campaigns in any manner (donate money, recruit campaign volunteers, etc.). **Leaders of the chapter may do these activities in their personal time, but may not do so on behalf of the chapter.**
- III. Chapters may never design, offer, or sell apparel or any materials that are not designed and approved by the ACT for America HQ office.
- IV. ACT for America chapters may never host a speaker without approval from ACT for America's national headquarters. ACT for America firmly believes the mission of chapters is to recruit new members, host activism initiatives, and enact change within their communities. Hosting big name, high dollar speakers should not be a regular event for chapters and will be approved based on the chapters frequency of activism initiatives and ability to turnout a large crowd.