

## US Junior Chamber

### Action Guide:

#### *Serving as a State President*

The duties of the State President are outlined in your state By-laws. This guide is intended to elaborate on the meaning and intent of the duties.

The clarification outlined in this Action Guide will enable a State President to help the Executive Committee successfully fulfill the mission of the US Junior Chamber.

## The Role of a State President

### 1. Open and Regular Communication

The State President is to regularly communicate with his/her team, via email and phone calls and work hand in hand with the Chief of Staff to make sure the team is informed on all upcoming issues and is functioning properly.

### 2. Assessing Progress Together

Participate in all National Vice President team calls, State Presidents' Coach calls, and assign someone or participate in the Membership Director calls. These will be hosted monthly. The purpose of these calls is to share best practices with other State Presidents and assess what issues our association faces as we brand ourselves as a relevant organization of active young people, and to provide consistent messaging from National and a forum for discussion on such.

### 3. Prepared Decision Making

Host monthly Executive Team calls. The President is to work with the Secretary to prepare an agenda and make sure the agenda and any materials for that agenda are circulated at least one week in advance if not more. So each member of the board has time to prepare for the meeting.

### 4. Attend Events

Attendance at State Presidents' Retreat, the Annual Meeting, and National Meeting is required; as you will be a voting member of the Board of Directors at these meetings, speaking on behalf of your state. Attendance at Summer GALs meeting, JCI Conference of the Americas and JCI World Congress is strongly encouraged but not required.

### 5. Share Best Practices

The President will give reports at each state meeting. These reports highlight best practices of local chapters *creating positive change and announcements*. While membership growth can be celebrated, the State President should remember that growth feeds our ability to create positive change. They must also be prepared to work with their assigned National Vice President so the NVP can prepare their report for National Board meetings.

## **6. Respond Promptly**

Reply to all received member communication (email, telephone) within 48 hours. A reply stating that you need more time for a proper response is acceptable. The point is that all member communication must be acknowledged within 48 hours.

## **7. Serve as a Face of Company for Sponsors and Partners**

The expectation of the State President is to serve as the face of the Jaycees to current and potential sponsors and partners; essentially courting potential sponsors and partners to work with your state organization.

## **8. Host Conventions**

It is the responsibility of the State President to host conventions; as in working with the hosting chapter, if applicable to make sure all needs are covered, to work with the Treasurer on managing finances, to work with your Secretary/Admin VP on finalizing all agendas (conference, exec and board meeting), and working with National to secure a guest speaker/trainer, if applicable.

## **9. Additional Needs as Requested**

The President serves the membership and is a liaison to US Jaycees and all sponsors and partners. The President inspires members through messages distributed monthly in electronic outlets (including social media posts) and in person as the President travels to visit chapters.

## **10. Always Remember: Image is Everything!**

In all places and at all occasions, dress and act in a manner that reflects positively upon the United States Junior Chamber.