



# Information Resource

## President

## President: Position Description Introduction

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### **Welcome**

Thank you for taking on the role of Chapter President. To ensure that the National Kitchen & Bath Association Continues to meet the needs of kitchen and bath professionals, the NKBA encourages our members to serve as officers in their local NKBA chapters.

The purpose of this document is to set the expectations and responsibilities of your role for a calendar year. Please review the information and direct any questions to the Regions and Chapters Department at [Chapters@nkba.org](mailto:Chapters@nkba.org).

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## Introduction, Continued

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## Who Is Best Suited To Be President?

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### **Description**

The ideal President is a person who is:

- At least two years of previous experience as a Chapter officer
  - Can organize their schedule to attend all Chapter executive committee and Chapter meetings,
  - Is comfortable with both organization AND delegation
  - Can see "the big picture" and not get too involved in the details
  - Comfortable with public speaking and can maintain control of a meeting
  - Outgoing, friendly
  - At least 10 hours per month to contribute to Chapter activities and work
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## Responsibilities

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The responsibilities of the President include (but are not limited to) the following:

- Exercise general responsibility for and oversight of all Chapter activity and the performance of Chapter officers and chairs, but does not micro-manage officers.
- Presides at meetings of the Chapter and Chapter Executive Committee.
- Ensures Chapter goals and activities align with the Association's Strategic Plan.
- Cooperates and ensures that all required information is forwarded to NKBA.
- Serves as an ex-officio member of all committees established within the Chapter.
- Ensures the enforcement of the rules, regulations and policies, as well as the Bylaws of the Association and that all orders and resolutions of the Board of Directors of the Association that pertain to Chapter activities are carried out.
- Conducts the selection of a Nominating Committee and send a list of members on the committee to the Manager, Regions and Chapters at National.
- Appoints committee chairs *with the exception of the Nominating Committee*. With individual committee chair, appoints committee members, is responsible for the proper instruction of the committees and for the coordination of their activities within the scope of their charge but does not micro-manage committees.
- Notifies National of any chapter officer changes through out the year.
- Conducts a President's Planning Session with the assistance of the Chapter Representative, preferably following the Strategic Planning Meeting.
- Attends all Chapter functions and activities or designates an Executive Committee representative to attend.
- Obtains approval from NKBA for all mailings carrying the NKBA logo.
- Informs NKBA of any special meetings.
- Review the Chapter bank statement quarterly with the Treasurer and Chapter Representative.

## Preparing For Office

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**Steps**

Between election and installation, prepare for your office by:

- 1: Assisting the outgoing President in the performance of his or her responsibilities.
  - 2: Studying the *Chapter Officers Information Resources Manual Roles and Responsibilities* as well as the Association Overview which covers the chapter policies, located on the NKBA website under TOOLS FOR CHAPTERS.
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**Procedural Checklist**

Ensure that reports and notices are submitted to NKBA

Information	Responsible	Deadline
Annual Financial Report	Treasurer	January 31
Proposals to NKBA Board	President	Ongoing
Chapter Meeting Notice	VP Programs	Six weeks prior to meeting
Meeting/Financial Activity	Treasurer	One week after meeting
Conducts the selection of a Nominating Committee	President	First meeting of the new year
Forward Nominating Committee names to the Manager of Regions & Chapters at National	President	March 15

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## Nominating Committee Selection

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### Structure

At the first meeting after January 1, the Chapter shall elect a Nominating Committee. Members may self-nominate by sending their name to the Chapter President and the President shall also call for self-nominations from the floor for volunteers. The committee shall consist of at least three and not more than five members. The President is not eligible to serve on the Nominating Committee.

Those individuals receiving the greatest number of votes from among those present at a Chapter Meeting and eligible to vote shall be elected to serve. Nominees must be members in good standing of NKBA. The newly elected Nominating Committee shall immediately elect a chair. The Nominating Committee shall seek out and interview potential candidates for Chapter office. Protocol dictates that first consideration is given to active members of the chapter and those who have demonstrated the willingness and capability to move the Association's strategic objectives forward.

Once the nominating committee is selected it is required that the President emails the names to [Chapters@nkba.org](mailto:Chapters@nkba.org) by March 15<sup>th</sup>.

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# Chapter Officer Elections

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Chapter Officer elections are conducted at the chapter level. In addition to your Chapter's own self-nomination forms NKBA will email out a link to a self-nomination form for each chapter to all NKBA members. Each form will be customized for the individual chapter, so only those chapter officer positions that are accepting self-nominations can be selected; positions that are not open will be grayed out. After hitting the submit button, each form will be sent to NKBA headquarters and forwarded to your Chapter's Secretary upon receipt. **Please note that NKBA staff will no longer check self-nomination forms for accurate information or eligibility.**

## New Self-Nomination Procedure

It is each chapter representative's responsibility to verify the eligibility of a candidate applying for a chapter officer position by checking their Chapter's membership roster located on [www.nkba.org](http://www.nkba.org). All Chapter Officers have access to the membership roster.

When checking for membership status, be sure to check the candidate's company name, company address, phone number, and email address. If the information on the form differs from the roster, please have the candidate notify Member Relations at NKBA headquarters so their information can be updated.

Please see the "Chapter Compliance" section, which is in the Association Overview located under "Information Resource" on the NKBA website under "Tools for Chapters" which explains eligibility. After eligibility has been confirmed, it is the secretary's responsibility to forward each self-nomination form to their Chapter's Nominating Committee.

The "Nominating Committee Roles and Responsibilities" is located in the "Chapter Compliance" section, which is in the Association Overview in the Information Resource on the NKBA website under "Tools for Chapters".

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## Chapter Representative Elections

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Chapter Representatives will each serve a three-year term. All candidates for this position must have served at least two of the past five years in another Officer position. New chapters can petition the NKBA President in the event the two-year minimum is not possible.

It is each chapter's responsibility to verify that only those members that have voting privileges vote.

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### Voting Members are defined as the following:

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- - a. The Primary Contact for a NKBA member company or NKBA member branch.
  - b. The Primary Contact for a NKBA Associate Business Member
  - c. Members holding an Associate Individual Member Excluding student members
  - d. Members holding an Individual Employee Membership which is \$55.00 per year when employed by a member dues paying company
  - e. Members holding an Individual Employee Membership of a Non-Member Company which pays \$110.00 per year
  - f. Chapter Officer currently in office
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## Non-Voting Members are defined as the following

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- a. Member Employees - Non- dues paying members. They are virtual members thru their NKBA Member Company
- b. Member Employees-Non dues paying members who are certified (AKBD, CKD, CBD, CMKBD, CKE, & CKBP) etc. Certification fees are not membership dues and do not give an individual voting Privileges.

Once balloting has ended, staff will notify the Chapter Secretary, Presidents, and Chapter Representative of the election results. Results will also be posted online.

Any unfilled positions will be appointed by the Nominating Committee and the incoming officers. All appointments need to be received by NKBA headquarters by the date indicated on the election schedule provided by National on a quarterly basis.

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## Terms of Office

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Term of Office: Chapter officers are elected annually for one, 2-year term. The Vice President of Government Relations, Vice President of Academic Relations, and Treasurer may serve unlimited one, 2-year terms and must go thru the election process & submit a self-nomination form.

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Chapter Representative Re-Election: The Chapter Representative, who may serve one, 3-year term with no provision for renewal, unless subsequently elected to serve on the Board of Directors, in which event said representative will continue through the end of his/her term on the Board of Directors or until elected to the Executive Committee.

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## Removal of Chapter Officers:

### Removal of Chapter Representative

Notwithstanding the ability of the Board of Directors to remove a chapter representative, in accordance with the By Laws, a chapter representative may be removed by a two-thirds vote of the chapter officers whenever, in the judgment of the chapter officers, the best interests of the chapter and Association would be served. The President of the Association should be notified of a chapter's intent to remove its elected chapter representative. Said representative shall have the right to appeal the decision to the full chapter membership. If the representative appeals, the decision of the chapter officers must be confirmed by a two-thirds vote of all eligible voting members present at the next regularly scheduled chapter meeting at which a quorum is present and with at least two weeks' notice of the intended vote. A quorum shall consist of 5% of the dues-paying members of the chapter.

The President of the Association or his/her appointed representative, and the Association's general counsel shall attend such meeting. In the event of a vacancy of the chapter representative's position prior to the expiration of his/her official term, the chapter officers shall be so notified by the staff liaison. The chapter membership will elect a replacement in accordance with the election procedures specified these policies.

The individual elected to fill the position created by such vacancy will serve the unexpired term of the retiring representative. They would then be eligible for election to their own three-year term.

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## Removal of Other Chapter Officers:

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**Procedure** Any chapter officer other than the chapter representative, whether elected or appointed, may be removed by a two-thirds vote of the chapter officers whenever, in the judgment of the officers, the best interests of the chapter and Association would be served. The Chapter Executive Committee should notify the staff liaison of the intent to remove a chapter officer in advance of any action.

Said officer shall have the right to appeal the decision to the full chapter membership. If the officer appeals, the decision of the chapter officers must be confirmed by a two-thirds vote of all eligible voting chapter members present at the next regularly scheduled chapter meeting after not less than two weeks' prior notification of the intended vote. The President of the Association or his/her appointed representative, and the Association's general counsel shall attend such meeting.

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## Vacancies or Disabilities of Officers

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In the event of a vacancy, for any cause, in the office of president, or in the case of disability of the president, the vice president of programs serves for the unexpired portion of the term, or in the case of disability, until the disability ceases. In the event of a vacancy, for any cause, in any of the other offices, the Chapter Executive Committee will elect a successor to serve the unexpired portion of the term, or in the case of disability, until the disability ceases.

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## Termination of Membership/Change of Status of Officers

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If the membership in the Association of any elected officer shall for any reason terminate, the office shall automatically become vacant within 90 days, during which time the officer must reinstate his/her membership to be eligible to continue serving.

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## Meetings

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### Executive Committee Meetings

The President maintains regular contact with Chapter officers to determine problems, answer questions, and provide needed help to assure Chapter goals will be achieved.

### Chapter Meetings

- Collaborate with the Executive Committee (EXCO) members to develop the agenda for the EXCO meeting.
- Provide final agenda to Secretary for distribution prior to the meeting.
- EXCO Meetings generally held immediately prior to Chapter meetings.
- EXCO Meeting is open to all Chapter members. All committee chairs are required to attend.
- Voting is limited to elected officers.
- Minutes are reported to the Chapter membership by the Secretary.

Chapter Meetings are the official meeting of the Chapter members. They provide programs of interest, offer opportunities for networking and are fun and educational. The Chapter Compliance Guidelines suggest that a Chapter should deliver a **minimum of six continuing educational hours** per year.

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# Presiding at Chapter Meetings

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## Responsibilities

1. The President is the presiding officer at Chapter meetings. In the President's absence, the Vice President-Programs conduct the meeting.
  2. Order of Proceedings
    - a. Call the meeting to order.
    - b. Introduce Chapter officers and guests.
    - c. Ask officers to update Chapter members on activities within their area.
    - d. Ensure speaker meets requirements for generic programs. It may be necessary to openly state: *Excuse me, \_\_\_\_\_, but I must remind you of our requirement that programs be generic.*  
If he/she continues, state openly, or approach the speaker, if you prefer, and say: \_\_\_\_\_, *if you continue to disregard the rules of our Association, I will have to call the program to an end.*  
Use some judgment here. Obviously, if the speaker works for a particular company and has pictures to support the speech, he or she may display the company name.
    - e. Thank the speaker and sponsor(s).
    - f. At the last meeting of the year, officers present their annual reports. The Chapter President closes the presentation of annual reports with comments on achievements just reported recognition of officers and committee chairs, and observations as President.
    - g. Remind attendees of upcoming dates, help needed, etc., before calling for a motion to adjourn.
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# Parliamentary Procedures

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## Basic Rules and Principles

Parliamentary rules are actually the “rules” of the game of democracy. Their purpose is to:

- expedite business;
- maintain order;
- ensure justice;
- provide equal treatment for all members; and
- help an organization achieve its purpose

Basic principles include the following:

- **The organization is first.** Decisions of the organization supersede those of individuals. The power of any meeting is in the hands of the voting members.
- **All members have equal rights.** Full participation in business meetings by making motions, debating, and voting is among these rights.
- **A minimum number of voting members** (quorum) must be present in order to transact business legally.
- **Only one main proposal** may be before the assembly at a time. Only one member may have the floor at a time.
- There must be **full debate before voting** on any proposal unless this is suspended by a two-thirds vote.
- **A proposal is the item under discussion**, never the person who introduced it. Personal remarks are always out of order.
- **A proposal, once decided**, may not be presented in that same form in the same session.
- **A majority vote decides** a question, except in cases where basic rights of members are involved; then a larger vote is required. A majority vote is generally defined as more than half the votes cast.
- **A two-thirds vote is necessary** for any motion that deprives a member of rights (such as changing the rules of debate, closing debate, closing nominations, or changing previous decisions without notice).
- **Silence gives consent.** Those who do not vote agree, by their silence, to allow those who do vote to make the decision.
- Members **should not disturb** the assembly (by whispering or in any other way) during the deliberations of the assembly.

# Protocol - Installation of Chapter Officer

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## **Installation of Chapter Officers**

Every officer of a Chapter must be regularly installed; a re-elected or re-appointed officer must be re-installed. The ceremony should be conducted in public during the last meeting of the previous year or at the very first meeting of the new calendar year (the year officers begin their terms). For an installation script refer to the NKBA website, members, tools, downloadable forms for chapter officers.

Installing new officers means that you are also honoring outgoing officers to make the transition official.

The installing officer should make a brief presentation to the entire group with background information about the local chapter. It is suggested that the installing officer be the outgoing Chapter Representative to install the incoming Chapter Representative. The newly installed Chapter Representatives then installs all officers (newly elected, re-elected or re-appointed).

Where the outgoing Chapter Representative is not available, and the incoming Chapter Representative is new, the existing Chapter President installs the incoming Chapter Representative; then, the Chapter Representative installs all other officers.

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## Available NKBA Forms for the President on the NKBA Website

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The following forms for the Chapter President position are available on the NKBA website [www.nkba.org](http://www.nkba.org) . These forms can be accessed by clicking on the link below. They are also located under the Member Section, Tools For Chapters, Chapter Officer Forms.

- [Chapter Meeting Agenda \(Sample\)](#)
  - [Chapter Roster Policy & Permission Form](#)
  - [Check List- Forming New Subchapter](#)
  - [Downloading & Using Membership Lists](#)
  - [Executive Committee Agenda \(Sample\)](#)
  - [Installation Script](#)
  - [Roberts Rules of Order](#)
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