


# NAPS Branch President



National  
Association of  
Postal Supervisors  
Training

## Duties & Responsibilities



# Branch President Responsibilities

TIP

NAPS is not a union!  
It is a management  
association.



# Branch President Responsibilities

**TIP**

**Branch President  
leads by example**



# Branch President Responsibilities

The President:

- Branch's leader and presiding officer
- Directs and controls meetings
- Sets the tone and maintains order
- Establishes agenda & pace of agenda items
- Introduces guest speakers: speaker's subject and brief biography to give a proper introduction



# Branch President Responsibilities

## The President must know:

- the national and branch Constitution & Bylaws.
- if the branch constitution has a quorum requirement; if so, what is it?
- that a quorum is present before calling the meeting to order.
- to stay within the established order of business except in unusual circumstances.
- *Parliamentarian Procedures (Robert's Rules of Order, Revised)*  
(separate NAPS Training)



# NAPS President Responsibilities

## Parliamentary Procedures

President must be familiar with parliamentary procedures to allow everyone to be heard and decisions can be made without confusion.



*Separate NAPS Training Presentation*



# Branch President Responsibilities

The usual order of business is the following:

- Call to order
- Roll Call of Officers
- Read/Accept previous meeting minutes
- Read/Accept Officer Reports (i.e. Treasurer, VP)
- Report of Committees
- Unfinished business
- New business
- Announcements/Good of the Association
- Adjournment



# Branch President Responsibilities

## The President:

- maintains order while allowing everyone an opportunity to speak on an issue;
- never gets caught up in the discussion;
- watches for those who wish speak on the current business being discussed;
- keeps the session moving and does not lose control to long winded individuals;
- simply states that the area has been covered and allows someone else to speak.





# Branch President Responsibilities

- If there is a guest speaker, the president maintains order during that person's speech and in any Q & A session that may follow.
- The president must **not** allow the membership to become rude or badger the guest.
- If a member becomes rude or unruly, it is the president's responsibility to maintain order and see that the guest is afforded every courtesy.



# Branch President Responsibilities

- The president appoints committees to accomplish tasks for the branch.
- Committees are the vehicle whereby the branch conducts business and grooms future officers. They cover tasks from increasing membership to elections.
- The president selects committee chairs carefully, as this usually determines how effective committees are.
- The president stays informed of the committees' progress and problems and is prepared to lend assistance or guidance as needed.



# Branch President Responsibilities

- The president is the individual charged with representing branch members when the members have problems.
- The president communicates with higher-level management on behalf of the branch and individual members.
- The president develops a channel for open communication at various levels of postal management.

## TIP

The importance of a good working relationship cannot be overstressed.



# Branch President Responsibilities

- The president telephones or meets with the senior official in a timely manner.
- The president presents a member's case to the responsible postal official, who may also be the president's manager.
- Good leadership rapport and a truly open communication channel is vital to the success of a branch president and the Branch.



*Thank You!*



*Questions?*

