

MAINE CHAPTER Admin References

Officers & Directors Responsibilities

Updated 9/5/09

Chapter President

Responsibilities

- Prepare Agendas for Board and Membership Meetings
- Preside over Board and Membership Meetings
- Serve as Chair of Chapter Delegation to Region Conferences
- Appoint Chairs of Chapter Standing and Special Committees
- Serve as Official Spokesperson for Chapter
- Arrange with Region Executive Committee for Chapter visitations.
- Sign "Official Documents" on behalf of the Chapter.
- Send "Welcome Letter" to all new Chapter members.
- Prepare "letters of appreciation" and "special invitations to Chapter events"
- Maintain liaison with Region Vice President and President
- Prepare monthly column for Chapter Newsletter
- Verify that members responsible for specific activities and reports have met their obligations.

Chapter 1st Vice President/President-elect

Responsibilities

- Attend Board Meetings
- Perform the appropriate duties of the President in the absence of the President
- Serve as Chair of the Chapter "Programs Committee"
- Become familiar with the duties of the President
- Assist in the identification of Members to serve as Committee Chairs.
- Perform additional duties as assigned by the President or Chapter Board

2nd Vice President

Responsibilities

- Attend Board Meetings
- Serve as Vice-chair of the Chapter "Programs Committee"
- Solicit "Member Profiles" for publication in Chapter Newsletter and submit them to the Editor and Webmaster.
- Assist in the identification of Members to serve as Committee Chairs.
- Perform additional duties as assigned by the President or Chapter Board

Chapter Secretary

Responsibilities

- Attend Board Meetings
- Prepare minutes of Board Meetings for publication in Chapter newsletter.
- Receive and distribute or answer all correspondence addressed to Chapter.
- Punctually submit Reports or Forms required by the Institute Office.
- Co-sign "Official Documents" on behalf of the Chapter.
- Assure that Board members are notified of Board Meetings at least 7 days prior to meeting.
- Perform additional duties as assigned by the President or Chapter Board.
- Prepare Annual report of activities that includes identifying any Board actions that should be recorded in the "Chapter Administrative References".

Chapter Treasurer

Responsibilities

- Attend Board Meetings
- Collect and receipt for monies and securities.
- Deposit Chapter funds in appropriate accounts
- Pay all appropriate invoices on behalf of Chapter.
- Maintain accurate records of income and expenses.
- Provide periodic and Annual Report of Chapter finances.
- In cooperation with Chapter Finance Committee, prepare Annual Chapter Budget.
- Submit "Tax Reports" as required by governmental agencies.
- Perform additional duties as assigned by the President or Chapter Board.

Chapter Directors

Responsibilities

- Attend Board Meetings.
- Assume an active role in the governance of the Chapter.
- Assist in identifying Chapter Members to serve on Chapter Committees.
- Keep abreast of Chapter, Region and Institute activities.
- Promote Chapter Membership and participation in Chapter, Region, and Institute activities.
- Serve as "Greeters" at Chapter Meetings.

Chapter Immediate Past-president

Responsibilities

- Attend Board Meetings
- Serve as "Advisor to the Board"
- Assist in the identification of Members to serve on the Chapter Board or as Committee Chairs.
- Perform additional duties as assigned by the President or Chapter Board Chapter

Region Director

Responsibilities

- Attend Board Meetings
- Represent Chapter at Region Board Meetings
- Transmit Chapter concerns to Region Board
- Prepare report for Chapter Newsletter covering Region activities and events as well as Region Board Meetings.
- Provide copies of these reports to the Chapter President, Newsletter Editor and Webmaster.
- Promote Chapter involvement in Region activities and events. Recommend Chapter Members for Region Committee Chair positions.