

Position Descriptions

President

- Preside over all official meetings of the Chapter
- Serve as the representative of the Chapter
- Appoint members of all standing and special committees and non-elected positions of the Executive Board
- Evaluate and implement National Directives
- Head of the Administrative Zone

Vice President

- Preside in the absence or inability of the President
- Develop Programs of interest for the chapter meetings in cooperation with the Executive Board
- Perform any activities, duties, and responsibilities as designated by the President
- Oversee the all board activities
- Evaluate the LRP
- Collect goals from the board
- Send monthly reports to the Vice President
- Head of the Membership Zone and member of Administrative Zone

Secretary

- Record accurately the minutes for the Executive Board and General Body Meetings and make available the minutes to all members upon request.
- Record all activities of the Chapter and attendees of said activities
- Send out all correspondences on behalf of the chapter
- Send monthly reports to the Vice President and Regional Secretary
- Keep all award plaques up-to-date
- Head of the Communication Zone and member of Administrative Zone

Treasurer

- Keep accounts and deposit organization funds of the Chapter
- Shall maintain the membership roll (in conjunction with the Historian) and collect annual dues of the chapter in a manner developed along with the Executive Board
- Maintain and keep an accurate budget for the chapter
- Send monthly reports to the Vice President and Regional Treasurer
- Head of the Finance Zone and member of Administrative Zone

Programs Chair

- Responsible for the implementation of Chapter projects and programs
- Work with Executive Board and Regional Programs Chair to develop programs in keeping with the goals of the Society
- Send monthly reports to the Vice President
- Head of the Programs Zone and member of Administrative Zone

Parliamentarian

- Be well versed in parliamentary procedure and implement procedure in Executive and General Body meetings
- Oversee Chapter elections
- Send monthly reports to the Vice President
- Member of the Administrative Zone

Historian/Charter Membership Chair

- Maintain membership roll (in conjunction with Treasurer)
- Photograph all Chapter events and record all activities that occurred at said events
- Promote Chapter events to public
- Send monthly reports to the Vice President
- Member of the membership zone