

## Chapter Service Roles – ELECTED

**Most chapters' officer service terms are one year; some are two year terms. Check with your chapter for additional details/information. Terms begin January 1, 2026.**

### **Chair (assumed after service as Chair-Elect)**

#### *Responsibilities and duties generally include:*

The Chair serves as chief elected officer, representing all the members and the best interests of the organization; exercises personal leadership in the motivation of other Officers, Board Members, committee chairs, and members; influences the establishment of goals and objectives for the Chapter; acts as inspirational leader; works in partnership with the Chapter Board to develop leadership succession plans. Within the limits of the Bylaws and Board policies, the Chair shall:

- A. Preside over, serve as a member of, and attend all meetings of the Chapter Board, the Executive Committee and any other meetings of members.
- B. Ensure that the Chapter Board and Executive Committee are kept informed on the general conditions and operations of the Chapter.
- C. Appoint chairpersons of committees.
- D. Support Bylaws, policies, programs and budgets adopted by the Chapter Board.
- E. Promote interest and active participation in the Chapter; report activities of the Board and the Society to members through various mediums.
- F. Manage the performance of the other elected officers.
- G. Serve as an Area Councilor on the Society's Committee on Chapter Affairs (COCA).
- H. Have such other powers and duties incident to the office of Chair and prescribed by the Chapter Board of Directors, the Executive Committee, or the Bylaws.

### **Chair-Elect (rises to Chair after term ends; see Chair duties above)**

#### *Responsibilities and duties generally include:*

- A. Assume the duties of the Chapter Chair in the absence or incapacity of the Chair.
- B. Represent the Chapter at the request of the Chair.
- C. Serve as an Area Councilor on the Society's Committee on Chapter Affairs (COCA).
- D. Have such other powers and duties incident to the office of Chair-Elect and prescribed by the Chapter Board of Directors, the Executive Committee, or the Bylaws.

### **Treasurer/Treasurer-Elect**

#### *Responsibilities and duties generally include:*

- A. Be responsible for carrying out the policies and directions of the Chapter Board and shall, among other things:

- B. Have power to disburse such funds of the Chapter as shall be required in the conduct of its affairs and the carrying on of its activities.
- C. Have authority to sign any check, draft, or other order of the Chapter for the payment of money, unless otherwise ordered by resolution adopted by the Chapter Board or the Executive Committee.
- D. Prepare financial statements for the Chapter Board and the Executive Committee in such form and frequency as they may direct.
- E. Oversee the custody and safekeeping of all monetary assets of the Society.
- F. Prepare and submit the Chapters' Mid-Year and Year-End Financial Report submissions to the Society.
- G. Attend the annual Treasurer's Meeting conducted by the Society.
- H. Have such other powers and duties incident to the office of Treasurer/Treasurer-Elect and prescribed by the Chapter Board of Directors, the Executive Committee, or the Bylaws.

### **Secretary**

#### *Responsibilities and duties generally include:*

- A. Perform all such duties associated with the office of Secretary of a non-profit under the laws of the State (or Province) where chapter is located.
- B. Keep minutes of the meetings of the Chapter Board and the Executive Committee, as well as any business meetings of the Voting Members.
- C. Oversee custody of and safeguard the Certificate of Incorporation and any other corporate documents of the Chapter.
- D. Oversee the certification of ballot results.
- E. Have such other powers and duties incident to the office of Secretary and prescribed by the Chapter Board of Directors, the Executive Committee, or the Bylaws.

## **Chapter Service Roles – APPOINTED**

**Most chapters' committee service terms are one year; some are two year terms. Check with your chapter for additional details/information and specific committee opportunities. Terms begin January 1, 2026.**

### **Committee Chair**

#### *Responsibilities and duties generally include:*

- A. Directing and executing duties of the committee as assigned by chapter Board
- B. Scheduling & chairing meetings
- C. Providing support materials/data in decision making

- D. Taking and preserving notes of activities/minutes of meetings
- E. Providing report to Board of activities
- F. Recommending policies & procedures for consistency

**Committee Volunteer**

*Responsibilities and duties generally include:*

- A. Executing duties and tasks of the committee as assigned by chair
- B. Attending meetings
- C. Executing action items assigned by chair or board
- D. Working toward goals and objectives of chapter as assigned to committee
- E. Supporting chapter activities as appropriate