

APPENDIX D

Chapter Officer Job Descriptions

CHAPTER PRESIDENT

Responsibilities may include but are not limited to:

- ◆ leads, plans, directs and oversees all chapter activities to ensure full benefits to all members while protecting the integrity of the purpose of the chapter and the institute.
- ◆ conducts and presides over all meetings and conferences.
- ◆ periodically form working committees that will perform assigned tasks and appoint committee chairpersons or volunteering candidates when necessary.
- ◆ gives guidance to committees and receives regular activity reports and project updates.
- ◆ acts as an ex-officio member of all committees.
- ◆ general management and supervision of the affairs of the chapter.
- ◆ perform other duties as may be assigned to the president by the Board of Directors.

This office must be held by a member in good standing of the National APA.

VICE PRESIDENT

Responsibilities may include but are not limited to:

- ◆ works directly with the President to ensure that the information provided protects the integrity and the intent of the chapter and the institute.
- ◆ secures speakers for program presentations at meetings and seminars.
- ◆ will fulfill/assume the duties and responsibilities in the event the President is absent or unable to complete the term of office.
- ◆ assist the President in all administrative functions.

This office must be held by a member in good standing of the National APA.

SECRETARY

Responsibilities may include but are not limited to:

- ◆ works directly with the President to ensure that information provided protects the integrity and the intent of the chapter and the institute.
- ◆ attend all meetings of the members and Board of Directors.
- ◆ record minutes, resolutions, votes and any other pertinent issues.
- ◆ ensures that all correspondence, minutes, and records regarding the business of the chapter are duly obtained, maintained, and safeguarded.
- ◆ give proper notice of meetings to members and directors.
- ◆ maintain a membership list.
- ◆ handle all chapter correspondence, including confirmations, thank you notes to speakers and notifications of meetings.
- ◆ orders and maintains current and adequate supplies of stationary, brochures, etc. for availability and convenience of the membership.
- ◆ acts as center for information, either to relay or gather, by telephone or in written format, to Board of Directors, membership, and National APA.
- ◆ regularly gather incoming mail to the chapter and redistribute as necessary
- ◆ perform other duties as may be prescribed by the Board of Directors.

This office must be held by a member in good standing of the National APA.

TREASURER

Responsibilities may include but are not limited to:

- ◆ works directly with the President to ensure that information provided protects the integrity and the intent of the chapter and the institution.
- ◆ send members confirmation of dues paid membership.
- ◆ collects dues and other receivables of the Chapter.
- ◆ review and pays bills of the Chapter.
- ◆ maintains records of the financial activity of the Chapter.
- ◆ submits monthly financial reports to the President.
- ◆ assists and prepares proposals and costs estimates for programs and activities for the Chapter.
- ◆ shall safeguard and maintain the permanent records of the Chapter.
- ◆ submits regular reports of activities and project status to the President.

This office must be held by a member in good standing of the National APA.

GOVERNMENT LIAISON OFFICER

Responsibilities may include but are not limited to:

- ◆ works directly with the President to ensure that information provided protects the integrity and the intent of the chapter and the institute.
- ◆ answering questions from the membership (verbal or written) within the limits of the Officer's job, when it concerns Government regulations.
- ◆ representing the chapter to government agencies on local, state, and national levels.
- ◆ provide up to date information on new tax laws, revisions, and reporting modifications to the membership.
- ◆ submits regular reports of activities and project status to the President.

In order to meet these responsibilities, the Government Liaison Officer should maintain resources of information at government level. These resources would include, but not limited to, APA Government Liaison, Federal, State, and local Legislative changes, publications, and newsletters.

This office must be held by a member in good standing of the National APA.

National Payroll Week Campaign Manager

The individual appointed to this position is responsible for organizing the chapter's NPW activities and is the principle liaison with APA National for all NPW related communications. Getting all chapters members motivated to participate actively in NPW is the top priority.

Responsibilities may include, but are not limited to:

- ◆ notifies APA National of the appointment to the position and provides updated contact information.
- ◆ forms a committee to establish the chapter's plans for NPW, which may include:
 - an effort to obtain local NPW Proclamations
 - chapter celebrations
 - media outreach
 - outreach to community and charity organizations
 - educational outreach involving local schools and libraries
- ◆ relays information to the chapter members about APA National sponsored NPW contests and programs
- ◆ Updates APA National of chapter activities prior to and after NPW.
- ◆ Coordinates the chapter's entry in the NPW Contests