**ROLES DEFINED AS A CHAPTER OFFICER**

*Also located in the leadership manual found in member portal under resources, chapter office tools. These are suggested roles and chapters are free to modify to best suit their chapter.*

**ROLE OF CHAPTER PRESIDENT**

**Average monthly time commitment up to 10 or XX hours**

**Modify the duties to suit your chapter goals. This is a template**

**President** shall call and preside over chapter meetings. Shall be an official member of all committees and direct the duties of all other offices.

* Start your meetings on time.
Establish attendance recordkeeping and enforce chapter rules for attendance.
* Make certain the chapter secretary takes minutes, distributes them and maintains a minute’s book.
* Utilize IPSSA’s associate members and your chapter supporters as guest speakers. A listing is on the back page of each issue of *the IPSSAN*.
* Have a regular (monthly if possible) newsletter as a written line of communication with your members, including:
	+ Announcement of guest speaker
	+ Any change in meeting date/time/location
	+ Items from BORD meeting minutes you may wish to discuss at your next meeting
* Request members who have new business items for chapter meetings to discuss them with you at least a week prior to the meetings, if possible.
* Review chapter standing rules and sick route plan annually. Update when necessary. **Note**: Each Chapter shall be governed, and all corporate powers exercised by or under the direction of its respective Board of Officers.
* Discuss items from the Board of Regional Directors meeting.
* If your chapter wants to have a subject discussed at the BORD meeting, bring it up at your regional meeting or with your regional director.
* Region backing can make a stronger case for your chapter.
* Develop an annual budget and review it monthly or quarterly (see details in this manual).
* Keep in close touch with your chapter treasurer on financial matters, including reports required by the IPSSA financial office.
* Have bank statements sent to your office for review.
* Maintain files (file drawer or box or free cloud solution, google drive) for chapter matters so that you can easily locate any information that you may need. It will also be helpful when the time comes to turn the material over to your successor.
* Begin identifying leaders for your chapter for future offices and take steps to encourage them. Look for the most vocal members who have positive input. Refer to chapter pipeline outline.
* Appoint a nominating committee to recruit a slate of candidates for election, with provisions for write-ins on the ballot.
* Announce the slate no later than October and hold the elections no later than November 30.
* Advise the IPSSA financial office with the names and emails of your officers by December 31st.
* Hold one-chapter board meeting for old and new officers prior to your new officers taking office. All elected chapter officers assume their duties at the IPSSA Inc. Annual Meeting.
* Encourage members to attend manufacturer’s seminars, local tabletop shows, and regional and national trade shows.

**ROLE OF THE VICE PRESIDENT**

**Average monthly time commitment per month 8 or XX hours**

**Modify the duties to suit your chapter goals. This is a template**

* The office of vice president might be called “president in training.”
* The specific parliamentary duties of the vice president are to preside when the president is absent or when the president has to step down from the chair because he or she wishes to debate an issue.
* Other situations calling for the vice president to preside would be if the president were being censured or when a motion was being made that concerned only the president.
* In some chapters the vice president also:
* Schedules speakers for meetings
* Ensures the meeting room is available and arranges food and beverage
* Reviews chapter rules, policies and procedures and recommends changes
* Oversees newsletter production (see guidelines in this section)
* Serves as sick route chair
* Is responsible for new members

**ROLE OF THE TREASURER**

**Average monthly time commitment up to 8 or XX hours**

**Modify the duties to suit your chapter goals. This is a template**

* Treasurer shall perform the duties usually assigned to this office:
* Make payments only for bills properly approved by the Board or a finance committee thereof and countersign checks of the chapter which have been signed by the President or Vice President.
* Develop and review monthly or quarterly the annual budget
* Reconcile bank statements
* In the absence or incapacity of the Treasurer, the Board of Officers may authorize another officer to countersign said checks

**ROLE OF CHAPTER SECRETARY**

**Average monthly time commitment up to 4 or XX hours**

**Modify the duties to suit your chapter goals. This is a template**

* Oversees the custody of all chapter records, except financial records (regional and chapter standing rules and sick route policy).
* Keeps all governing documents up to date with any changes made through the amendment process.
* Keeps all the records of the chapter, including meeting minutes, correspondence and committee reports, as well as chapter attendance records.
* Keeps an up-to-date list of all the members, provided monthly by the president.
* Notifies the financial office of the chapter’s elected officers and committee appointments, including phone numbers and e-mail addresses.
* Notify members of each meeting, either by direct mail or through the chapter newsletter.
* Take minutes at all regular and board meetings and handle correspondence.
* Prepare the meeting agenda if the president does not wish to do so. The secretary must know how to preside at a meeting if the president and vice president are absent.
* Bring to each meeting the minutes book, bylaws, standing rules, membership list, list of committee members, the agenda, records, ballots and any supplies that may be needed.
* Forward minutes to your regional director.

**Other roles in chapter structure. This is perfect for those new to chapter involvement. Transition to officer roll. Take the time to outline the duties and time commitment for each position.**

* Membership chair
* Outreach chair
* Sick route chair