

Chapter Organization Report

DUE by June 15 | Please see instructions on reverse side.



Chapter: _____

CHAPTER OFFICERS				
	Chapter Officers	Names	Phone / Email	Member#
A	Chapter President			
B	President Elect			
C	2nd Vice President			
F	Secretary/Treasurer			
H	Immediate Past President			
G	Chapter Executive			
MC	Main Contact			

CHAPTER DIRECTORS				
	Chapter Directors	Names	Phone / Email	Member#
W	Director			
W	Director			
W	Director			
W	Director			
W	Director			
W	Director			

CHAPTER COMMITTEE CHAIRS				
	Chair Position	Names	Phone & Email	Member#
M	Membership Chair			
K	Professional Development Chair			
Web	Webmaster			
X	Communications Chair			
N	Nominating Committee Chair			
SP	Sponsorship Chair			
YPA	Young Professionals Advisor			

Submitted By: _____ Position: _____ Date: _____

Please See Instructions on Reverse Side

Instructions for Completing the Chapter Organization Report

Due June 15

REQUIRED: President, President Elect, Secretary/Treasurer, Immediate Past President, Membership, Nominating and Professional Development Chairs.

CHAPTER OFFICERS: Must be a PAID member per the FSP bylaws.

- A Chapter President:** serves as chief executive officer, exercising general supervision over the activities of the Chapter; shall preside at the Chapter's Annual Meeting and act as Chair of the Board of Directors.
- B President Elect:** serves in the absence of the President and should stay informed on Chapter activities.
- C 2nd Vice President:** serves in the absence of the President or President Elect and should stay informed on Chapter activities.
- F Secretary/Treasurer:** keeps the Chapter's minutes, records and accounts and acts as the contact for dues purposes between the Chapter and National. Responsible for furnishing FSP with current membership data for correct billing of dues to Chapter members.
- H Immediate Past President:** serves in an advisory capacity for the Board. May also chair the Nominating Committee.
- G Chapter Executive:** provides centralization of communications as well as assistance in accounting, record keeping, meeting planning, membership marketing, and administrative support. *(Please list full name, mailing address, phone number e-mail address.)*
- MC Main Contact:** This is the person listed as the Chapter Contact on the FSP National website.

CHAPTER DIRECTORS: Must be a PAID member per the FSP bylaws.

- W DIRECTORS:** represent the members in the formation of policy and direction of activities. List any Directors not already noted as officers.

CHAPTER COMMITTEE CHAIRS: Must be a PAID member. Execs may hold certain chairs.

- M Membership Chair:** promotes membership in the Chapter and runs the membership function.
- K Professional Development Chair:** responsible for Chapter education and professional development programs.
- WEB Webmaster:** maintains the Chapter Web site and other technology resources. Responsible for keeping content updated and interfacing with third party service providers, if required.
- X Communications Chair:** serves as coordinator of Chapter communications.
- N Nominating Committee:** determines willingness and ability of Officers, Directors and Chairs to proceed in leadership succession. Identify, investigate, recommend persons to serve on the Board of Directors and fill vacancies, if needed. May be Immediate Past President.
- SP Sponsorship Chair:** responsible for obtaining and working with Chapter sponsors and enhancing non-dues revenue stream.
- YPA Chapter Young Professional Advisor:** special advisor to Board on young professional preferences.

Questions? Contact Member Services:
info@SocietyofFSP.org | 800-392-6900