



CHAPTER OFFICER DESCRIPTIONS

President

- Acts as chief-elected officer and spokesperson for the chapter
- Presides at meetings of the board of directors and the membership
- Sets annual goals and priorities within the context of existing chapter plans
- With the advice from other officers and consent of the board of directors, appoints committee chairmen (in some cases, the elected board of directors may include positions with specific committee oversight)
- Is generally responsible for all orders, votes and resolutions directed by the board
- Performs, delegates, and/or authorizes actions that carry out chapter priorities that are in the best interest of the membership.

President – elect

- Performs duties of the president in his/her absence
- Oversees programs and activities as requested
- Other responsibilities as described in the chapter's leadership job description

Secretary/Treasurer

- Accountable for reporting chapter funds and coordinates with ASCP to approve all fund disbursements
- Ensures accuracy of ASCP financial records
- Signs all chapter check requests
- Reports to the board of directors on the financial status of the chapter
- Maintains all official records of the chapter (bylaws, minutes, proceedings, etc.)
- Oversees programs and activities as requested by the president
- Other responsibilities as described in the chapter's leadership job description

Immediate Past President

- Is an active part of the officer team
- Chairs the nominating committee
- Provides advice and consultation as requested
- Oversees programs and activities as requested by the president
- Other responsibilities as described in the chapter's leadership job description

Board of Directors



Ultimately accountable to the membership, the board of directors generally consists of the chapter officers and four-to-six 'directors-at-large' who are representative of the profile of the membership. Some chapters also choose to include all committee chairs as board members (see chapter leadership structures below). Key Board duties include:

- Approve chapter policy and positions
- Approve chapter plans
- Appropriate chapter resources to carry out identified priorities
- Update and amend chapter governing documents when necessary
- Act as a trustee for members, representing their interests and concerns, and otherwise direct the overall management of chapter affairs accordingly