Cincinnati Chapter Elected Board Officers Responsibilities

The responsibilities and duties of the BDPA Cincinnati Chapter Board member include ensuring the coordination, communication, continuity, and effectiveness of BDPA Cincinnati Chapter by assuming the execution of the mission and the guidelines and policies set forth by the BDPA Board of Directors Cincinnati Chapter.

A member of the BDPA Board of Directors Cincinnati Chapter holds one of two positions, Executive Officer or Department Director.

The Executive Officers shall consist of the President, President - Elect, VP-Membership Management, VP-Finance, VP-Member Services, and VP-Strategy & Planning. The VP-Membership Management, VP-Member Services, and VP-Strategy & Planning are appointed by the President and require approval by the Board of Directors.

BDPA Cincinnati Chapter has sixteen (16) Departments. Each Department Director is responsible in reporting to the appropriate Vice President. Department Directors are appointed officials and serve a two (2) year term. They lead, coordinate, and manage all activities within their department. They ensure that all business processes and related decisions of the Chapter Board of Directors are carried out.

The President - Elect, and VP-Finance are elected by the membership to serve a 2-year term on the Board. The President - Elect assumes the position of President after their term. Elected Officers are replaced through a vote of the general membership.

President - Elect’s Major Responsibilities:

- Shall serve as President in the absence of the President.
- Shall serve as Vice President of Business Management.
- Shall be the Assistant Vice President of Finance for the chapter.
- Shall preside over all board of director meetings of the chapter.
• Shall coordinate the activities of the departments in a manner that encourages group interaction and promotes cooperation within the chapter leadership.
• Shall monitor all department activities & provide active support/orientation for all new department directors, with the intent of satisfying individual needs, providing access to the tools/procedures necessary to develop good leadership, management, and technical skills.
• Shall monitor/support & oversee the department activities of the Internal/External Support, Conference Administration and the Special Interest Groups.

**Vice President of Finance Major Responsibilities:**
• Shall be responsible for maintaining complete financial records of all moneys received and disbursed by the chapter.
• Shall generate financial reports for each meeting of the Board of Directors and quarterly reports for the General Program Membership meeting and the National Board of Directors meeting.
• Shall perform active supervision of the collection of all chapter funds.
• Shall disburse funds as directed by the Board of Directors.
• Shall determine the financial status of each members of the organization.
• Shall maintain dues to national BDPA.
• Shall prepare and maintain a comprehensive annual budget for the Chapter for review/approval at the November BOD meetings.
• Shall insure that the chapter requirements for auditing & Tax preparation are complete on an annual basis.
• Shall provide support in securing funding from National Corporate Sponsors
• Shall establish a working relationship with the BDPA Education & Technology Foundation (BETF) and other Foundations
• Shall monitor/support & oversee the department activities of the Fund Raising and Budget Administration Department.