POSITION DESCRIPTION

TITLE: SCNA CHAPTER EXECUTIVE COMMITTEES

REPORTS TO: Board of Directors

DEFINITION: The Chapter Executive Committee is the chief governing body for each SCNA Chapter to consist of five (5) people:
- Chair, Vice Chair, Secretary, Treasurer, one (1) Member-At-Large

OR
- Chair, Vice Chair, Secretary/Treasurer, two (2) Members-At-Large

PRIMARY PURPOSE: To lead each chapter in its work as described in the SCNA Book of Roles and Positions

PROPOSED: May 2011
APPROVED: May 2011
REVISED: February 2013; January 2018
REVIEWED: November 2011; January 2017; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

1. To ensure compliance with SCNA Bylaws and SCNA Chapter Memorandum of Agreement.
2. To submit all requested reports on a timely basis
3. To participate in meetings of the Chapter Chairs as called by the SCNA Staff
4. To adhere to all financial policies of SCNA, see Finance Policy and Procedure Section of SCNA Board of Directors & Committee Manual
5. To ensure Chapter Representatives on the current SCNA Committees.
   - SCNA Legislative Committee
   - SCNA Convention Planning Team
   - SCNA CE Provider Committee (CEPC)
6. The Chapter Executive Committee shall establish the date for the Annual Goal Setting Meeting for the chapter. The meeting will be at the discretion of the Chapter Executive Committee. The Annual Goal Setting Meeting should be done in conjunction with the preparation of the Chapter’s Annual Report of activities of the current year for the Book of Reports to be distributed at the SCNA Annual Membership Meeting. This gives ample time to prepare for the next program year.
POSITION DESCRIPTION

TITLE: SCNA CHAPTER VICE-CHAIR
REPORTS TO: Chapter Executive Committee and Annual Goal Setting Meeting

DEFINITION: Officer of SCNA Chapter, member of the Chapter Executive Committee

PRIMARY PURPOSE: To assume the duties of the Chapter Chair in his/her absence.

PROPOSED: May 2011
APPROVED: May 2011
REVISED: November 2011; February 2013; January 2017; January 2018; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

1. In the event of a vacancy occurring in the office of Chapter Chair, the Vice Chair shall serve over all meetings of the Chapter Executive Committee, Chapter Meetings, and the Annual Goal Setting Meeting.
2. The Vice-Chair will serve the Chapter Chair in ways as delegated by the Chapter Chair.
3. Attend all meetings of the Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting for the Chapter, and SCNA Annual Membership Meeting.
4. In the absence of the Chapter Secretary at a Chapter Executive Committee meeting or Annual Goal Setting Meeting, the Vice Chair will assume the role of taking the official minutes of that function.
POSITION DESCRIPTION

TITLE: SCNA CHAPTER SECRETARY/TREASURER

REPORTS TO: Chapter Executive Committee and Annual Goal Setting Meeting

DEFINITION: Officer of SCNA Chapter and Fiduciary Officer of SCNA Chapter, member of the Chapter Executive Committee

PRIMARY PURPOSE: To document official and unofficial minutes and other communications on Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting, and Planning Sessions. To oversee financial management of the Chapter and assure financial stability. Together with the Chapter Chair and the Chapter Executive Committee develops a yearly budget for the Chapter.

PROPOSED: May 2011
APPROVED: May 2011
REVISED: May 30, 2012 to change Executive / CEO language; February 2013; January 2018
REVIEWED: November 2011; January 2017; February 2021

SPECIFIC DUTIES & RESPONSIBILITIES:

1. Keep the minutes of all meetings of the Chapter to include Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting, and Planning Sessions.
2. Transmit all minutes to SCNA.
3. Assure notices of time and place of all meetings are sent in a timely fashion
4. Conduct the general correspondence of the Chapter.
5. Assure correct list of the names and addresses of all Chapter members.
6. Solicit materials as needed by the Chapter Executive Committee and other avenues deemed appropriate by the Secretary.
7. Documents activities of the Chapter.
8. Take minutes or keeps records of other activities as directed by the Chapter Chair.
9. Assist in creating the agenda for Chapter meetings
10. Work closely with the Assistant to the CEO to assure minutes and other documents are accurate and sent to Chapter members in a timely manner
11. Attend all meetings of the Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting, and SCNA Annual Membership Meeting.

FINANCIAL MANAGEMENT

1. Review the monthly financial statement of income and expenditures of the chapter.
2. Give a financial report to the Chapter Executive Committee at scheduled meetings.
3. Assure that SCNA financial policies are adhered to by the Chapter Executive Committee. See Finance Policy and Procedure Section of SCNA Board of Directors & Committee Manual
4. Present a financial report to the Annual Goal Setting Meeting.

BUDGET

1. Follow outlined procedures re: budget preparation and requests. See Finance Policy and Procedure Section of SCNA Board of Directors & Committee Manual
2. Work with the Chair to encourage the submission of budget requests to SCNA.
3. Assure that budget and periodic statements are available to Chapter Members

GENERAL ADMINISTRATION
1. Attend all meetings of the Chapter Executive Committee, Chapter Meetings, Annual Goal Setting Meeting, and SCNA Annual Membership Meeting.