### 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 CHAIR

**REPORTS TO:** Board of Directors

**DEFINITION:** A Chapter Chair is the chief elected officer of the Executive Committee of a Chapter.

**PRIMARY PURPOSE:** To chair the Chapter Meetings, Executive Chapter Committee, and Annual Goal Setting Meeting, and to ensure that the organization abides by the Chapter Memorandum of Agreement and SCNA Book of Position and Roles.

**PROPOSED:** May 2011

**APPROVED:** May 2011

**REVISED:** February 2013

**REVIEWED:** November 2011; January 2017; January 2018; February 2021

**SPECIFIC DUTIES & RESPONSIBILITIES:**

1. Preside over all meetings of the Chapter, the Chapter Executive Committee, and the Annual Goal Setting Meeting.
2. Provide required annual reports and financial reports to SCNA.
3. Provide written reports to Board of Directors for inclusion in quarterly SCNA Board of Directors’ meeting materials.
4. Train and otherwise prepare the newly elected Chapter Chair for the responsibilities of the office.
5. Serve as ex-officio member of the SCNA Board of Directors
6. Serve on the SCNA Continuing Education Provider Committee (CEPC)
7. With input from Chapter Members create a time for setting of Annual Goal Setting Meeting for the chapter to be reported to the SCNA Annual Membership Meeting.
8. Attend Chapter Meetings and SCNA Annual Membership Meeting.

**MEETING**

1. Create agenda for Chapter meetings
## POSITION DESCRIPTION

**TITLE:** SCNA CHAPTER MEMBER(S) AT LARGE  
**REPORTS TO:** Chapter Executive Committee and Annual Goal Setting Meeting

**DEFINITION:** Elected Members of the Chapter Executive Committee with duties as specifically assigned by the Chapter Chair

**PRIMARY PURPOSE:** Participate in the activities and management of the Chapter.

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

**SPECIFIC DUTIES & RESPONSIBILITIES:**

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

2. Provide support for the work of the Chapter. Accept responsibilities as designated by the Chair for projects and activities as required for the smooth operations of the Chapter.

3. May be called upon to fill in for other elected Chapter Executive Committee members.