Officer Positions (serve a one year term):
President
Duties will include: The Chapter President shall be the executive head of the Chapter and, when present, shall preside at all meetings of the Chapter and of the Board. In addition the President shall:
(a) Plan and organize the affairs of the Chapter and for working with the Board to carry out those plans;
(b) Enforce the Chapter bylaws, resolutions, and decisions of the Board;
(c) Keep the Board and the Institute fully informed of Chapter affairs and consult with them (as necessary) regarding the business of the Chapter and its activities.
(d) Ensure the timely submission of all Chapter reports to the Institute

Vice-President
Duties will include: The Chapter Vice President shall have such duties and powers as may be delegated by the Chapter President or prescribed by the Board. If the President's position becomes vacant, the Vice President shall assume the duties of the President until the Board fills the vacancy

Vice-President of Training
Duties will include: The Chapter Vice President of Training shall have the primary responsibility for planning all Chapter training seminars, workshops, and conferences in regards to engaging speakers and selecting topics. Other duties and powers may be delegated to this position by the President or prescribed by the Board.

Vice-President of Programs
Duties will include: The Chapter Vice President of Programs shall have the primary responsibility for planning all Chapter programs in regards to engaging speakers and selecting topics. Other duties and powers may be delegated to this position by the President or prescribed by the Board.

Secretary
Duties will include: The Chapter Secretary shall perform the following duties and others that may be delegated by the President or prescribed by the Board: (a) Be responsible for recording and publishing minutes of all regularly scheduled (and special) meetings of the Board, and of Chapter meetings when official business is conducted; and (b) Provide for the safekeeping of the Chapter's corporation and other administrative records, provide reports as required and requested by the Board and the Institute, and maintain an archive of records for use by any Chapter member.

Treasurer
Duties will include:
The Chapter Treasurer shall perform the following duties and others that may be delegated by the President or prescribed by the Board:
(a) The Treasurer shall deposit all Chapter monies into the corporation's authorized bank account, pay all bills which the Chapter has incurred, and invoice and collect all accounts receivable due to the Chapter. The Treasurer shall not receive monies for Membership dues since this authority is reserved to the Institute.
(b) The Treasurer shall maintain detailed records of all financial transactions, and make periodic financial reports as required by the Board and the Institute.
(c) The Treasurer shall establish checking or savings accounts only upon authorization from the Board. Signature authority for all checks shall be granted to the President, Treasurer, and two Officer or Board Members (at the discretion of the Board).
(d) The Treasurer shall invest, at the direction of the Board, the corporation's cash in a way that will provide maximum income and safety of principal.
(e) At a minimum, the Treasurer shall provide a budget to actual report of Chapter finances at the midpoint of the Chapter year (or any other time) at the request of the Board. Monthly reports are encouraged.

Board of Governors (serve a three year term):
Duties will include: The duties of Three Year Board Members shall consist of attending Board meetings and participating in the planning, advisory, and policy-making activities of the Chapter's affairs.

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