**
Officer Responsibilities**

**President**

* Preside over all Board and Membership Meetings
* Preside over Board Orientation & Annual Planning Meeting (Retreat)
* Delegate & coordinate all committees
* Prepare President’s Message for monthly newsletter
* Monitor chapter progress and performance
* Prepare summary report at end of year
* Acts as ex-officio to all committees except Nominating Committee

**President-Elect**

* Attend Board Orientation & Annual Planning Meeting (Retreat)
* Attend all Board and Membership Meetings
* Fill in when President is not available or for special assignments
* Select a gift for outgoing President
* Send in “slate of new officers” to National after the election
* Chair Administrative Reporting & Nominating Committee

**Secretary**

* Attend Board Orientation & Annual Planning Meeting (Retreat)
* Attend all Board and Membership Meetings
* Record minutes of all Board Meetings and submit to Board for approval
* Record minutes of Membership Meetings and submit to General Membership for approval via monthly newsletter
* Submit Minutes to National as required
* Prepare and respond to correspondence locally and nationally

**Treasurer**

* Attend Board Orientation & Annual Planning Meeting (Retreat)
* Attend all Board and Membership Meetings
* Prepare monthly Treasurer’s Report and submit to General Membership for approval via monthly newsletter
* Prepare budget for submission to the Board
* Responsible for all financial transactions for the chapter
* Responsible for seeking annual Financial Review and maintaining all financial records

**Directors**

* Attend Board Orientation & Annual Planning Meeting (Retreat)
* Attend all Board and Membership Meetings
* Oversee assigned committees and report monthly to the Board
* Submit written goal implementation report and budget for assigned committees at July Board meeting

**Past-President**

* Attend Board Orientation & Annual Planning Meeting (Retreat)
* Responsible for Bylaws and Compliance