**OFFICERS OF THE LOCAL CHAPTER BOARD**

**ELECTIONS** –

* The nominating committee will mail a ballot to the chapter membership. Elections are held once a year.
* The nominating Committee may accept nominations of any active board member, or Association member for these positions and place on the ballot all such nominees.

**TERMS OF OFFICE**:

* Two-year term for all officer positions. Unless decided by the board members otherwise. Terms shall be at the discretion of the local board.

**PRESIDENT:**

* The President is not a member of the board. He/She will be considered as President until the term ends and then as Past President
* The President shall be the chief executive officer of the chapter and shall perform such other duties as may be properly required
* The President shall receive a list of the chapter membership and ask the board to help call each member making sure there is not any assistance that they need.
* They shall also call any members that are delinquent in paying their dues.

**VICE PRESIDENT:**

* If the President of the Chapter is unable to attend the board meeting, the Vice President will be considered “Acting” President
* Shall perform all duties delegated to him or her
* The Vice President shall be familiar with all committees
* The Vice President shall meet with the Treasurer and a budget committee at least once a year to develop a budget for their chapter

**2ND VICE PRESIDENT:**

* If the President and 1st Vice President is unable to attend the board meeting, the 2nd Vice President will be considered “Acting” President
* Each shall chair each committee over time to familiarize themselves with the committees and the operation of the committee

**TREASURER:**

* TREASURERS REPORTS ARE DUE TO HQ 1ST WEEK OF THE FOLLOWING MONTH – send to financial director at HQ
* The treasurer shall be responsible for reviewing the handling of funds
* The treasurer shall submit a financial report each month and present to the local chapter for review and approval

**SECRETARY:**

* MINUTES ARE DUE TO HQ 1ST WEEK OF THE FOLLOWING MONTH – send to chapter relations director at HQ
* January 1 – each member of the Local Board of Directors must sign Conflict of Interest form – attached – send each signed form to HQ
* Have a list of all members of the local chapter board with name, address, phone, email, and position on the local chapter board – update as needed
* Keep annual records of minutes and send to each board member and President/CEO of HQ, Director of Financing and Director of Chapter Relations
* Committees – list chairperson, co-chair (if any) and member of the board that is on that committee – update as needed.
* Update/revise Chapter Board info as needed – send to HQ for update on website, etc.
* Update/revise Committee lists as needed
* The Secretary shall assist all committees with any help that is needed
* The Secretary shall collaborate directly with the Treasurer to ensure funds are received and deposited