



Description of Chapter Officers and Board of Directors

2009-2010

Summary:

The Chapter Board of Directors is responsible for the management of the Chapter's affairs and the planning, development and guidance of programs and activities. The Board develops future Chapter activities and considers other matters brought to the attention of the President by the members or by the Eastern Region or National Board. The Chapter Board consists of eight voting members, all in good standing, and includes the President, President-Elect, Secretary, Treasurer, three Members-at-Large, and the immediate Past-President. Their terms begin July 1 and end June 30, or until their successors have been elected and installed. Board meetings are generally held the first Thursday of the month from 8:30 a.m. to 9:45 a.m.

Duties:

- President:** Presides at all the meetings of the Chapter and the Board of Directors; appoints the Nominating Committee, Auditing Committee or Independent Auditor, and other Committees deemed necessary for carrying out Chapter activities; appoints a Board Member to fulfill the duties of a Board member who has resigned with less than 90 days remaining in his/her term; and receives proposed amendments to the by-laws.
- President-Elect:** Performs the functions of the President in his/her absence or temporary inability to serve. Takes office as the President the following July 1st.
- Secretary:** Keeps the membership records for the Chapter, notifies members of Chapter meetings or other communications authorized by the President; prepares minutes of Chapter Board meetings; submits an annual report of Chapter activities to IPMA-US; accepts registrations for Chapter events and is usually present at the beginning of Chapter functions to assist with registration.
- Treasurer:** Prepares and submits to the Board a proposed budget for the year and monthly reports of the Chapter's financial status; receives and disperses Chapter funds; and reconciles the Chapter's bank accounts. Is usually present at the beginning of Chapter functions to accept monies and provide vouchers as needed. May provide an annual financial report to the Membership.
- Member-at-Large:** Assists the President and other Officers in conducting the affairs and activities of the Chapter and in planning future events.