

CHAPTER OFFICERS

PRESIDENT

CEO of the Chapter. Responsible for guiding Chapter through the year.
Chairman of the Chapter Board and spokesman for the Chapter.
Appoints Committees and supervises officers and committee chairman.
Develops the chapter budget & oversees the planning of the yearly calendar.
Participates in Chapter, Division & District activities.

SECRETARY

Is the office manager of the Chapter & orders supplies from Hdqtrs.
Maintains chapter records, legal files, membership records, Board minutes.
Recording and corresponding secretary for the Chapter Board.
Requests ASCAP/BMI and Show clearance for the Chapter.

TREASURER

The treasurer is the finance officer of the Chapter.
Keep accurate financial records, receive & distribute chapter funds.
Acts as the financial advisor to the Chapter Board & assist in preparing chapter budget.
Files necessary Society, State & Federal forms and reports.

VICE PRESIDENT FOR MUSIC & PERFORMANCE

Chairs Chapter music committee to accomplish the Chapters music & performance goals.
Oversees music selection and major performances of the Chapter.
Responsible for Quartet development and the Chapters musical growth.

VICE PRESIDENT FOR MEMBERSHIP/CHAPTER DEVELOPMENT

Responsible for membership development, retention and growth.
Chairs the Chapter membership team.
Participates in development of Chapter annual calendar and Chapter budget.

VICE PRESIDENT MARKETING & PR

Develop relationship with local media people to keep Chapter in public's eye.
Work to improve Chapter image to be sure it conveys the image of barbershop music.
Observe how other organizations promote their programs utilize good idea's.
Use Web to advantage and look for opportunities to perform in the community.

BOARD MEMBER AT LARGE

The Board Member at large is responsible for reflecting the memberships needs and desires to the Board. Is to be fully knowledgeable of the chapter goals and objectives and can intercede with the membership and Board as appropriate.

PAST PRESIDENT

Duties as normally associated with the office or as further defined by the President.

NOTE: Chapters may designate as many additional Officers and/or Committee Chairman as required to meet the needs, goals and objectives of the Chapter.