



# Chapter Officers | At-a-Glance

## **PRESIDENT**

- + Supervise/preside over meetings
- + Coordinate with Council on the Strategic Plan
- + Apply for initiative funding
- + Understand all roles
- + Oversee all chapter activity, officers and committees
- + Succession planning

## **MEMBERSHIP**

- + Understand dues and membership structure
- + Member outreach
- + Member recognition
- + Develop campaign/drive
- + Recruit a committee

## **COMMUNICATION**

- + Communicating Chapter events
- + Webpage adds/edits
- + Promoting Chapter
- + Monitor amount of communication
- + Work with local press (if available)
- + Recruit a committee

## **PROGRAMS**

- + Planning meetings and events
- + Meet CEU Minimum (.4 per year)
- + Arranging speakers
- + Familiarize self with Speaker Resources
- + Recruit a committee

## **SECRETARY/TREASURER**

- + Annual required forms due
- + Minutes/record keeping
- + Registrations
- + Chapter Elections
- + Other financial affairs
- + Recruit a committee