

Chapter 15 Officers Duties

President

- Coordinates with the Region Chair.
- The Chief Executive Officer of the Chapter is responsible for the professional and fiscal health of the chapter.
- Plans, coordinates, and carries out the chapter projects and programs for the year.
- Directs the education endeavors, membership drives, and chapter meetings.
- Acts as the primary contact between the officers, the Region Chair, and the chapter and together with the secretary, shares contacts between headquarters and the chapter.
- Prepares, in coordination with the chapter treasurer, the chapter's annual operating budget.
- Appoints all regular and special chapter committees.
- Generally directs the professional development programs, including encouraging both candidates application and candidate progress.
- By November 20th, notifies headquarters of the newly elected chapter officers for the upcoming year.

President Elect

- Reports to president.
- Second in responsibility for the Chapter.
- Acts in place of president at chapter meetings.
- Key responsibility is to plan his/her presidency for coming year; Board and Committees should be on paper by September 15th.
- Assists the president in carrying out chapter planning, projects and coordination.
- Should prepare goals and objectives for coming year by October 15th.
- Budget should be prepared for coming year by November 15th.

Vice President

- Reports to President.
- Second in responsibility (if chapter does not have a president elect position).
- Acts in place of the president (if chapter does not have President Elect).
- Acts as the interface or liaison with the chapter committees:
- Coordinates committee budgets; presents to the Executive Board.
- Ascertains that committee projects are on schedule.
- Gathers progress reports from committees; presents to Executive Board.
- Generally acts as the contact person for all dealings to and from the Executive Board.
- Acts as the general program chairman for the regular chapter meetings.

Secretary

- Reports to the President.
- Business manager of the chapter:
- Assures current Bylaws are on file with headquarters
- Keeps all chapter minutes and records
- Records actions of chapter Executive Board and chapter membership meetings.

Treasurer

- Reports to the President
- Financial manager for the chapter (prepares budget in coordination with other chapter officers and committees).
- Receives all dues payments from International Headquarters.
- Pays all Chapter invoices for products, services and courses from International Headquarters.
- Handles deposits to and withdrawals from chapter checking and saving accounts.
- Prepares written financial reports for each Executive Board meeting (makes certain there are sufficient copies for all members of the board).
- In November and December, works with the newly elected treasurer to transfer signatory authority to new treasurer.
- Obtains written sign-off approval from chapter president before paying any invoices submitted.
- In December, prepares payment to headquarters for all honorary and life members, and for those retirees for whom the chapter assumes the obligation of paying for their magazine subscriptions. (This is a matter of chapter policy.) Headquarters will bill the chapter for these members by the first week in December.
- Provides IRWA chief financial officer with financial records necessary to complete consolidated financial report for the year they served as treasurer.

Directors

- The chapter directors (One Year and Two Year) are the official representatives and the voting members of the chapter at the annual International Board of Directors meeting held in conjunction with the International Conference in June. Their names must be reported on the Chapter Leadership Form due to International Headquarters in November each year.
- By May receives all of the materials necessary for the Board of Directors meeting - amendments, resolutions, proposed budget, report of the Nominations Committee, etc.
- Presents these materials to the chapter membership (or Chapter Executive Board) soliciting directions on how to vote on the issues that will be handled at the Board of Directors meeting. If there is no chapter meeting scheduled before the seminar, make certain that the Executive Board gets a chance to input feelings on how the chapter director should be voting.

- After the annual education conference, reports back to the chapter membership on those actions taken by the International Board of Directors. Many times this is handled by a presentation at the next chapter meeting, but in many chapters, a summary is printed in the chapter newsletter.
- If a chapter director is unable to attend the International Education Conference:
 - a. He/she must resign from that position.
 - b. The chapter must elect a new director.
 - c. The chapter secretary must furnish appropriate notification to this effect to headquarters by May 1st.
 - d. After the Conference, if it so wishes, the chapter can revert to the old "line-up" by similar actions of resignation and election.

There is no provision in the International Bylaws for a proxy vote (a chapter member/director must be present to vote). In some chapters, the directors are also voting members of the Regional Forum.