



# Chapter Board of Directors

(Chairman, XCom/Officers & 4-5 Directors-At-Large)

## Committees

### Committee

### Options/Categories

- Programs
- Social
- Bylaws
- Membership
- Industry
- Budget
- Shows
- SIGs
- Distributor Liaison
- Scholarship
- Nominating

## Executive Committee

### Responsibilities

- Chairman of the board
  - Calls/presides at board meeting; appoints Nominating Committee
- President
  - Chief elected officer of the association; presiding officer of Xcom; monitors and facilitates chapter activities/programs; represents chapter to other organizations including CLC
- VP/Fiscal & Legal
  - Bylaws; budgeting; financial reports and management
- VP/Education
  - Programs/Seminars, etc.
- VP/Membership
  - Recruitment/retention activities; member services
- VP/Projects
  - SIGs, special events, Web site, shows, etc.
- President-Elect (Option)
- National Delegate
  - Liaison to national board; reports all national activities

## Administrator

Options: Executive Secretary, Executive Director, Chapter Manager

### Responsibilities

- Meeting management:
  - Board
  - ExCom
  - Committees
  - Programs/events
- Communications
  - Meeting notices
  - Minutes
  - Newsletters
  - Surveys
  - Inter-association correspondence
  - Public relations
- Recordkeeping
  - Bookkeeping
  - Accounting
  - Taxes
  - Association archives
- Project Management
  - Lines available
  - Shows
  - Member recruiting
  - Chapter planning meeting