



Board of Directors

Purpose: To be the voice for the membership, to have an understanding and feel for what the membership is thinking, and then to bring this perspective to the board at the board meetings and other times that arise.

The Duties of the Board of Directors:

1. The Board of Directors shall act on behalf of the Chapter in accordance with the provisions of Chapter Bylaws, Standing Rules and Procedures, and submit appropriate matters to the attention of membership for further action.
 - Be accessible, approachable. Talk with members and guests.
 - Check on the needs of the membership by:
 - i. Inquiring about questions a new member might have about the Chapter. Direct their questions to the Membership/Mentoring Committee.
 - ii. Inquire about ideas and concerns about the functions of the Chapter. Bring information to the appropriate Chairperson and to the Board Meetings for discussion.
 - iii. Encourage members to help on committees and refer them to the appropriate Chairperson.
2. Prepare a proposed annual budget for the current fiscal year for approval by the membership at the September Chapter meeting.
3. Coordinate Nominations duties as outlined in Article III, Section 3.
4. Assign a photographer.
5. Serve as committee liaison as appointed.
6. Transfer a complete file, including a status report and any recommendations for the next fiscal year, to successor within thirty (30) days of end of term or when vacating the office for any reason whatsoever.
7. Appoint the committee leader and co-leader of all standing committees.
8. Be familiar with the Bylaws and International Procedures and Division and Chapter Bylaws, Standing Rules and Procedures.
9. Serve the chapter in a strictly impartial manner.
10. Perform other duties as may be assigned by the Board of Directors or the Chapter membership.