

NTS Chapter President

Position Responsibilities: Serves as Chief Executive Officer of the chapter; coordinates and oversees all chapter affairs according to the bylaws; acts as a spokesperson for and promotes the mission and programs of IAAP; models, motivates, and provides leadership and guidance to all members in the chapter; and helps fulfill the purposes of the organization through membership growth and retention, including: the retention of existing members, the recruitment of new members, and the development of new chapters.

Specific Position Tasks:

1. Ensures that the chapter, division, and international bylaws and policies of IAAP are adhered to.
2. Prepares the agenda for the chapter meeting and the board of directors meeting.
3. Presides at all chapter meetings and official activities.
4. With chapter board's approval, appoints members to, and serves as an ex-officio member of, all standing and special committees, except the Audit committee which must be autonomous.
5. Works with the treasurer and the board of directors to prepare a proposed budget, and generally oversee the finances of the chapter.
6. Communicates effectively with the division president.
7. Communicates necessary information from the international board of directors, headquarters, and the division to chapter members; coordinate publication and distribution of chapter newsletter.
8. Represents the organization publicly as a spokesperson to promote the best interests of IAAP and to disseminate positive and accurate information about the office support profession, including Administrative Professionals Week and Day.
9. Stimulates member interest in membership growth through the development of chapter incentive and recognition programs.
10. Follows up on membership and new chapter inquiries forwarded from headquarters or the division.
11. Has chapter participate in at least one **IMPACT** program during the year.
12. Offers motivation/assistance to chapter members in developing new chapters in nearby communities.
13. Ensures the regular use of IAAP leadership resource materials within the chapter.
14. Represents the chapter at the International Convention and the Division Annual Meeting.
15. Maintains awareness of membership benefits/association programs/activities, and participates when possible.
16. Approves payment of outstanding chapter debts.

NTS Chapter President-Elect and Special Event Chairman

Position Responsibilities: Serves as next in command behind the chapter president.

Specific Position Tasks:

1. Assumes the duties of president in the absence of the chapter president.
2. Assists the president on duties as assigned.
3. Organizes and leads the Executive of the Year luncheon.
4. Organizes and leads the December meeting.
5. Organizes and leads the Administrative Professionals™' day luncheon.
6. Assists Membership Chair with IMPACT meeting arrangements, as necessary if held offsite.

NTS Vice President and Program Chairman

Position Responsibilities: Serves as next in command to the chapter president and president-elect.

Specific Position Tasks:

1. Assists the chapter president and president-elect as needed.
2. Assumes the duty of president and president-elect in their absence.
3. Surveys members to identify topics or theses of interest for monthly chapter programs.
4. Seeks input for specific presenters to contact that the audience may have seen/heard before and would recommend.
5. Considers hosting a function and inviting several area chapters to attend for education and networking.
6. Balances the needs of all members to meet educational expectations.
7. Becomes familiar with local personalities, speakers, trainers, educators, vendors, businesspersons, and community leaders who might be potential presenters at chapter functions.
8. Formulates a budget for chapter programming and operate within it.
9. Contacts possible presenters, provide them with current information on the IAAP audience, agree upon the most convenient date, and help them to establish objectives for the session.
10. Prepares a written contract with all the necessary information provided to the presenter: date, time, location (with map), description of audience and anticipated audience numbers, etc.
11. If it is dinner or a luncheon function, invites the presenter to the meal, with the chapter paying for it; gets the speaker a small token gift if the chapter is not paying an honorarium.
12. Varies the format of presentations to keep interest: lecture, workshop, panel, video, debate, hands-on workshop, demonstration, audio-conference, PowerPoint slide show, etc.
13. Applies for the CEU and/or recertification credit if the program is one-hour or more in length and meets the qualification as described on the IAAP website.

14. Creates publicity for the event and disseminate it in the chapter newsletter, through e-notices, and on the chapter website.
15. Attends to room arrangements to see that the specifics requested by the presenter are in place.
16. Secures all audio-visual equipment needed by the presenter; be sure it is in working order.
17. Proofs, copies, and distributes presenter handouts.
18. Has a personalized name badge for the presenter and a place marker where he/she will sit.
19. Greets the presenter at the door and introduce him/her to all the members.
20. Volunteers to dim lights, distribute materials, set-up or repack presenter materials and equipment after the event, or provide assistance where needed.
21. Provides evaluations for the session, compile the results, and report it to the group.
22. Thanks the presenter on site and follow up with feedback from the session, as well as a more formal written thank you note.
23. Assists President-Elect with speakers for the Executive of the Year and Administrative Professionals Day luncheons.
24. Assists Membership Chair with speaker for IMPACT meeting (and other arrangements, as necessary, if held onsite).

NTS Chapter Treasurer

Position Responsibilities: Serves as Chief Financial Officer of the chapter; coordinates and oversees all chapter financial affairs.

Specific Position Tasks:

1. Deposits and disburses monies in accordance with the chapter's approved budget.
2. Maintains an accurate accounting of all chapter funds and prepares a monthly report to the chapter membership.
3. Notifies the division treasurer of member additions/deletions/transfers within the chapter.
4. Processes all membership applications and dues and forwards to IAAP Headquarters.
5. Prepares annual budget for chapter board review and membership approval.
6. Understands the third-party liability insurance (information available through Accounting Department at IAAP Headquarters).
7. Issues receipts when monies are received.
8. Notifies members of their membership status should they become delinquent in paying their dues.
9. Processes all membership applications for new members and transfers of membership.
10. Orders chapter supplies.
11. Sees to other duties of Treasurer as indicated under section 5 Finance in the *Chapter Leader's Guide*.

NTS Chapter Secretary

Position Responsibilities

Recording Secretary: Maintains all pertinent information of the chapter.

Corresponding Secretary: Facilitates all communication of the chapter both internally and externally.

Specific Position Tasks: Recording Secretary:

1. Records the minutes at meetings and chapter board meetings.
2. Reviews minutes with board before distributing for member approval.
3. Maintains chapter charter, and other official documents such as bylaws, previous minutes, and division bylaws. (Division bylaws? How does she maintain? Just supposed to have on hand at each meeting for reference?)
4. Calls roll at chapter and board meetings.

Specific Position Tasks: Corresponding Secretary:

1. Communicates correspondence including meeting notices to chapter members and the division.
2. Facilitates public relations on chapter programs to local media(?do you mean contacting media to get us on their calendars, etc.? *With this internal-only website, maybe I better get back out to OrgSites and get that updated—cause if we want to make ourselves known/available to outside entities, they are going to need access to our website don't you think?*).
3. Gathers and develops member information for the chapter directory and distributes to the chapter members and the division.
4. Writes correspondence on behalf of the chapter.