



IAAP Birmingham Chapter Board Job Descriptions

It shall be the duty of the Board of Directors to carry out the policies and objectives of IAAP and to conduct the business of the Chapter between regular meetings in accordance with the provisions of the Chapter Bylaws and Standing Rules and the wishes of the membership.

Board Composition: President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President

ALL BOARD MEMBERS

- Keep all board members fully informed at all times regarding activities relevant to chapter business.
- Perform the duties prescribed by the Chapter Bylaws and Standing Rules and by the Parliamentary Authority adopted by IAAP.
- Review and suggest changes as necessary to the Board Job Descriptions and Committee Job Descriptions.
- Review and suggest changes to the Chapter Bylaws and Standing Rules to be discussed by the board.
- All records pertaining to any office are the property of the Chapter. Each officer with the exception of Treasurer shall within 15 days after the end of the term of office transfer to the successor the files and records of the office. The Treasurer shall within 15 days following the close of the fiscal year deliver the books and records of the office to the person or persons appointed to make the audit. Any person vacating office at any time except at the regular expiration of the term of office shall transfer the records of office as directed by the Board of Directors.
- When transferring files, make sure that as many files as possible are electronic and archived to CD.
- Perform other duties as assigned by the president or board of directors.

CHAPTER REPRESENTATIVES (DELEGATE/ALTERNATE DELEGATE)

As Chapter Representative, writes report after attendance at the International Convention (summer), Division PESC (fall), Division Leadership Advance (spring) and/or Division Meeting (June). Reports should be distributed to membership and may be included in chapter newsletter. Delegate and Alternate Delegate may submit a combined report.



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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:

- Ensure that the chapter, division and international bylaws and policies of IAAP are adhered to.
- Communicate effectively with the division president. Keep the Division president fully informed on all matters concerning the chapter.
- Communicate necessary information from the international board of directors, headquarters and the division to chapter members.
- Work with Newsletter Committee to publish and distribute monthly newsletter, as needed.
- Represent 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.
- Stimulate member interest in membership growth through the development of chapter incentive and recognition programs.
- Work with Program/Publicity Committee and Membership Committee to schedule at least one IMPACT IAAP program during the year.
- Offer motivation/assistance to chapter members in developing new chapters in nearby communities.
- Ensure the regular use of IAAP leadership resource materials within the chapter.
- Represent the chapter at the International Convention and Division Meetings.
- Maintain awareness of membership benefits/association programs/activities, and participate when possible.
- Preside at all meetings of the Chapter and the Board of Directors.
- Be a member ex-officio of all committees except the Nominating Committee.
- Call meetings of the Board of Directors when deemed necessary.
- Endeavor to serve the entire Chapter in a strictly impartial manner.
- Be familiar with the International, Division and Chapter Bylaws and Standing Rules.
- Perform other duties incidental to the Office of President, or as may be assigned by the Board of Directors.
- Submit three articles each year for the Alabama in Review.
- Submit a written year-end report concerning the chapter to be included in the Division Annual Meeting Minutes.
- Give a 3-minute oral report at the Division Meeting summarizing written report.
- With Board approval, appoints chairs/directors to all committees except Nominations and serves as an ex-officio member of all committees except Nominations.
- Be bonded in an amount prescribed by the chapter board of directors; the premium to be paid from chapter funds.
- Prepare agenda for all board meetings, including any items that the board members request be added. Make copies for all board members.
- Prepare agenda and script for all business meetings and have copies available for members.
- Prepares Certificates of Appreciation for Chapter Board Members and Committee Chairs to be presented at the June meeting. May want to purchase small gift of appreciation.
- Coordinate Incoming/Outgoing Board Meeting (may be held in conjunction with Leadership Meeting planned by President-Elect)
- Make sure gavel, IAAP banner and IAAP signs are at all Chapter Meetings.
- Make sure IAAP Banner and IAAP signs are at all Special Events (Seminar, Luncheon, etc).



IAAP Birmingham Chapter Board Job Descriptions

President-Elect

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

- Assume the duties and powers of the presidency in the absence of the chapter president.
- In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- Succeed automatically to the office of President at the conclusion of the term as President-Elect.
- Assist the president on duties as assigned.
- Develop a Strategic Plan and communicate it to all members throughout the year as President.
- Serve as board contact to committees and contact at least once a month to keep current on committee and chapter activities and to help determine if chairmen and members are performing duties of the committees or need assistance.
- Assist the President in all ways.
- Assist the President in appointing committee chairmen and committee members.
- Be a member ex-officio of all committees except the Nominating Committee.
- Furnish each committee chairman a list of the duties of that committee at the committee chairman's meeting
- Furnish each committee chairman and each officer a list of newly-appointed chairmen with contact information.
- Request mid-year and end-of-year reports from committee chairmen.
- Perform such other duties as may be assigned by the Board of Directors.
- Be alert to all Chapter, Division, and International activities so as to be adequately prepared to serve as the presiding officer.
- Serve as Chairman of the Strategic Planning Committee.
- Conduct Leadership Meeting for New Committee Chairs (typically late June or July). May be held in conjunction with Incoming/Outgoing Board Meeting.
- Responsible for Master Calendar (to be published on website).
- Responsible for ordering Past Chapter President's pin.
- Responsible for ordering Officer pins for installation.
- Responsible for ordering Outgoing President's plaque.
- Responsible for obtaining Outgoing President's gift from the Board (divide expense between board members).
- Work on the officer installation script and ask anyone that you would like to help with your installation ceremony. It's your installation so you can do whatever you want with it and use anyone that you would like to include.
- Work with Finance Committee Chairman to prepare a Proposed Budget for upcoming year to be presented at the June board and business meetings.
- Maintains Board and Committee Job Descriptions. Suggested changes should be collected from Board Members and discussed at the April board meeting. Approved changes should be incorporated and an updated version should be submitted to the Webmaster for posting.
- Distribute updated committee job descriptions and committee signup sheets at the April, May and June meetings.
- Represent the chapter at Division Meetings.



IAAP Birmingham Chapter Board Job Descriptions

Vice President

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

Specific Position Tasks:

- Assist the President and President-Elect in all ways.
- Assume the duties and powers of the presidency in the absence of the President and President-Elect.
- Facilitates public relations on chapter programs to local media.
- Be alert to all Chapter, Division, and International activities so as to be adequately prepared to serve as the presiding officer.
- Serve as Chairman of the Program and Publicity Committee.
- Perform such other duties as may be assigned by the Board of Directors.
- Survey members to identify topics of interest for monthly chapter programs.
- Seek input for specific presenters to contact that the audience may have seen/heard before and would recommend.
- Balance the needs of all members to meet educational expectations.
- Become familiar with local personalities, speakers, trainers, educators, vendors, businesspersons, and community leaders who might be potential presenters at chapter functions.
- Contact 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.
- Prepare a letter with all the necessary information provided to the presenter: date, time, location (with map), description of audience and anticipated audience numbers, etc.
- If it is dinner or a luncheon function, invite the presenter to the meal, with the chapter paying for it.
- Prepare certificate of appreciation for speaker(s).
- Purchase blank certificates and certificate jackets as needed.
- Vary the format of presentations to keep interest: lecture, workshop, panel, video, debate, hands-on workshop, demonstration, audio-conference, PowerPoint slide show, etc.
- Create publicity for the event and disseminate it in the chapter newsletter, through e-notices, Telephone & Reservations Committee, chapter Web site and local media (newspaper, magazines, TV).
- Attend to room arrangements to see that the specifics requested by the presenter are in place.
- Work with caterer to order food for monthly meetings. Call in food reservation on Friday morning prior to meeting.
- Negotiate meeting place contract on behalf of chapter.
- Work with meeting facility for room setup (number of attendees, head table, extra tables, etc.) needed each month.
- Make dinner reservation for speaker.
- Secure all audio-visual equipment needed by the presenter; be sure it is in working order.
- Proof, copy, and distribute presenter handouts.
- Have a personalized name badge for the presenter and a place marker where he/she will sit.
- Greet the presenter at the door and introduce him/her to all the members.
- Volunteer to dim lights, distribute materials, set-up or repack presenter materials and equipment after the event, or provide assistance where needed.
- May want to provide evaluations for monthly meetings, compile the results, and report it to the group.
- Thank the presenter on site and follow up with feedback from the session, as well as a more formal written thank you note.



IAAP Birmingham Chapter Board Job Descriptions

Secretary

Position Responsibilities: Maintains all pertinent information of the chapter. Facilitates all communication of the chapter both internally and externally.

Specific Position Tasks:

- Keep accurate minutes of all Chapter and Board of Directors meetings and of such other meetings as may be called.
- Responsible for distributing minutes for member approval.
- Obtains attendance roster from Treasurer to attach to meeting minutes.
- Writes correspondence on behalf of the chapter.
- Responsible for distribution and collection of Professional Development Forms for the Chapter to be submitted to the Division. Send bi-monthly reminders to chapters to keep them aware they need to complete their forms. Deadline for submission of forms to the Division is May 15. At the end of the year, compile suggestions for proposed changes to form for the Division Board to consider at Fall Board Meeting.
- Have custody of the Chapter Charter and other official documents.
- Have available at all meetings up-to-date copies of the International, Division and Chapter Bylaws and Standing Rules.
- Give notice of all special meetings as directed by the President.
- Conduct the correspondence of the Chapter in accordance with the direction of the President and/or the Board of Directors.
- Bring to the attention of the Board of Directors all correspondence received.
- Following the installation of officers, file the names and addresses of the President and Secretary with the local Chamber of Commerce and keep such information up to date throughout the year.
- Perform such other duties as may be assigned by the Board of Directors.



IAAP Birmingham Chapter Board Job Descriptions

Treasurer

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

Accounts: General Operating Account, Scholarship Fund, Seminar Account, APD Luncheon Account

Specific Position Tasks:

- Have custody of all Chapter funds. Responsible for depositing and disbursing monies in accordance with the chapter's approved budget. Disburse funds promptly upon receipt of original invoices (vouchers) with proper approval. Keep a record of all income and expenses. Funds may also be disbursed according to the budget or with approval of the board of directors.
- Maintains an accurate accounting of all chapter funds and prepares a monthly report to the chapter membership.
- Pay the third-party liability insurance annually (information available through Accounting Department at IAAP Headquarters).
- Issue receipts when monies are received.
- Purchase chapter supplies as needed.
- Prepare a mid-year analysis of the budget for the Board of Directors and the membership.
- Prepare a detailed financial report for presentation at the Annual Meeting and a complete financial report for the fiscal year.
- Perform such other duties as may be assigned by the Board of Directors.
- Be bonded in an amount prescribed by the chapter board of directors; the premium to be paid from chapter funds.
- Dues received from Headquarters shall be recorded in the month dues are received.
- The retiring treasurer shall forward dues and reports postmarked on and after July 1 to the newly elected treasurer.
- Open and close bank accounts as necessary for the business of the chapter.
- The retiring treasurer shall supply to the newly elected treasurer an updated Chart of Accounts and a list of remaining unaudited balances as of June 30.
- Inform the board of any changes of the chapter's financial status that would impact the financial statements. Such changes may be amounts over or under the approved budget. The treasurer shall be responsible for obtaining board approval for necessary budget revisions.
- On or before July 15, the treasurer shall deliver to the Finance Committee Chairman the following: unaudited financial statements, bank statements, a copy of the approved budget and any revisions, if applicable, and support documentation of all income and expenses.
- Make the records of the treasurer open to inspection at all times by the board of directors and available for audit.
- After audit is completed on the Chapter Accounts, the Treasurer shall forward the audit reports to the Chapter President. Once accepted, the audit report should be sent to current and immediate past officers.
- Be responsible for bond renewal for the President and Treasurer (renew every 3 years).
- The Treasurer will maintain a Scholarship Fund. Scholarships will be funded with donations by members, fundraisers, etc. Scholarships will be awarded based on the funding available as of January 31.
- Mail Student Scholarship funds to colleges prior to Fall term.
- Maintain Articles of Incorporation of the Birmingham Chapter.
- Distribute Financial Statement to chapter board members prior to board meeting.
- Presents Audit Reports to membership.
- Assists the President-Elect in developing a budget for the coming year and presents proposed budget at the June board meetings for discussion and also at the June business meeting for the membership to approve.
- Serve as member of the Finance Committee.



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- Prepare Financial Statement (Budget vs. Expenditures) as of April 30 to include in Treasurer's Year-End Report.
- Responsible for working with Chapter Seminar and Luncheon Coordinators to open and close seasonal credit card accounts.
- Collects money from chapter fundraisers and deposits in a timely manner.
- Forwards contributions for RTF and R&E to Division Reps at the Division Meeting in June to ensure that proper credit is received in current year.
- In the event of vacancy in the office of Treasurer, an audit shall be made of the Chapter financial records by a qualified person or persons appointed by the Board of Directors. Such audit shall be completed within 30 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred as directed by the Board of Directors.
- Audit should be performed on the following accounts: Chapter Checking Account, Scholarship Account, Seminar Account and APD Luncheon Account.
- See other duties of Treasurer under section 5 Finance in the *Chapter Leader's Guide*.



IAAP Birmingham Chapter Board Job Descriptions

IMMEDIATE PAST PRESIDENT

- Serves on Chapter Board in an advisory capacity (has no vote).
- Works on Special Projects as assigned by the President and/or Board.
- Assists the President and Board Members as needed.
- Serves as Parliamentary Advisor for board meetings.
- Appoints parliamentary advisors for business meetings (typically use Past Presidents).
- Have available at all meetings up-to-date copies of International Bylaws and Standing Rules, Division Bylaws and Standing Rules, Chapter Bylaws and Standing Rules and Roberts Rules of Order (Newly Revised).
- Chairs seminar.
- Typically chairs nominating committee.
- Represent the chapter at the International Convention (end of term as President, but falls in year as IPP).



IAAP Birmingham Chapter Board Job Descriptions

BOARD MEETING AGENDA ITEMS

ALL BOARD MEETINGS <ul style="list-style-type: none"> • Financial Reports • Board Meeting Minutes • Business Meeting Minutes 	ALL BUSINESS MEETINGS <ul style="list-style-type: none"> • Financial Reports • Business Meeting Minutes • Introduce New Members/Guests • R&E Fundraiser (except Nov & June)
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MONTH	BOARD MEETING	BUSINESS MEETING
June/July	<ul style="list-style-type: none"> • Incoming Joint Board/Committee Chairs Meeting Planned 	
July	<ul style="list-style-type: none"> • Promote Certification Exam (deadline is August 15) 	No Business Meeting held – Committee meetings held throughout month
August	<ul style="list-style-type: none"> • Promote Certification Exam (deadline is August 15) 	No Business Meeting held – Committee meetings held throughout month
September	<ul style="list-style-type: none"> • Review/Accept Audit Reports 	<ul style="list-style-type: none"> • Promote Benefit Auction in November • Distribute Audit Reports to membership
October	<ul style="list-style-type: none"> • <i>AIR Article due (Oct. 15)</i> 	<ul style="list-style-type: none"> • Promote Benefit Auction in November • Encourage members to support Certification Exam in Nov. (B'ham Chapter provides refreshments)
November	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Promote APY Event
January	<ul style="list-style-type: none"> • Mid-year reports due 	<ul style="list-style-type: none"> • Promote Chapter Seminar • Promote APD Luncheon • Promote APY Event • Promote Certification Exam (deadline is Feb. 15) • Mid-year reports printed for membership
February	<ul style="list-style-type: none"> • <i>AIR Article due (Feb. 15)</i> 	<ul style="list-style-type: none"> • Promote Chapter Seminar • Promote APD Luncheon • Promote Professional Development Award
March	<ul style="list-style-type: none"> • Appoint Nominating Committee Reps • Scholarship Committee Recommendation • <i>Nominations for Division Office due (March 15)</i> 	<ul style="list-style-type: none"> • Promote Chapter Seminar • Promote APD Luncheon • Promote Professional Development Award • Elect Nominating Committee Balance • Scholarship Committee Recommendation
April	<ul style="list-style-type: none"> • Revise Chapter Board and Committee Job Descriptions • <i>Chapter APY paperwork due (April 15)</i> 	<ul style="list-style-type: none"> • Promote APD Luncheon • Promote Professional Development Award • Distribute Proposed Chapter Bylaws Amendments • Promote Division Meeting Attendance • Encourage members to support Certification Exam in May (AL Power Chapter provides refreshments) • Committee Sign-up



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<p>May</p>	<ul style="list-style-type: none"> • Year-End Reports Due • Int'l Convention Delegate/Alternate • Proposed Chapter Bylaws Amendments • Division Awesome Auction donation • <i>List of CPS/CAP Holders and recertified members due to Division (May 1)</i> • <i>Chapter of the Year Form due (May 15)</i> • <i>Chapter Year-End Report Due (May 15)</i> • <i>Professional Development Award Forms due (May 15)</i> • <i>Division Meeting Delegate/Alternate (certification due 5/20)</i> 	<ul style="list-style-type: none"> • Committee Sign-up • Vote on Proposed Chapter Bylaws Amendments • Review Proposed Amendments to the Division Bylaws • Vote to send Delegate to Division Meeting • Review Proposed Amendments to the Int'l Bylaws • Vote to send Delegate to Int'l Convention • Distribute Nominating Committee Report • Promote Division Meeting Attendance • Promote Int'l Convention Attendance • Recognize Past Chapter Presidents • Recognition of long-term members
<p>June</p>	<ul style="list-style-type: none"> • Seminar Proceeds recommendation • Review Proposed Budget for coming year • Update Board Job Descriptions • Update Committee Job Descriptions • <i>Directory information for Incoming Officers and Committee Chairs Due to HQ (6/1)</i> • <i>AIR Article Due (6/15)</i> • <i>Contributions for RTF and R&E should be submitted to Division Chairs</i> 	<ul style="list-style-type: none"> • Seminar Proceeds recommendation • Vote on Proposed Budget for coming year • Elect and Install Chapter Officers • Promote Division PESC Attendance • Promote Int'l Convention Attendance • New Member Candlelight Ceremony • Committee Sign-up • APD Luncheon Proceeds recommendation/report • Promote Certification Exam (deadline is August 15) • Year-end reports printed for membership • Promote Leadership Meeting

Division Deadlines are italicized.