

Officer Roles and Responsibilities

Chapter Objectives

The Buckeye Chapter intends to partner and interact more closely with each DFAS Columbus Center director and senior management team. This effort is needed to attain the organizational support necessary to encourage membership in the Chapter and to allow for the time to provide for a mutually beneficial and professional (and personal) development environment.

Executive Officers and Committee Oversight

President:

- Audit
- Newsletter
- Ways & Means
- Website

President-Elect:

- CDFM
- Education/Scholarship
- Membership
- Nominations/Elections

Vice President, Participation:

- Awards/Competition
- Community Service
- Adopt-A-School (Broadleigh)
- PDI 20XX Eligibility

Vice President, Programs:

- Meetings/Speakers
- PDI Chapter Fair
- Special Events

Secretary:

- Historian
- Photographer
- Publicity

Treasurer:

- Budget
 - Buckeye Family
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Term of Service

Official term is one business year -- from July 1st of the current calendar year to June 30 of the next calendar year. In the current year you can expect to spend some days/weeks in August and September preparing to work with the current Executive Board to lay the groundwork for (and transition to) your duties as a Chapter Officer. The notable exception is the President-Elect, who assumes the duties of Chapter President during the next business year.

Benefits of Service

These are opportunities and not guaranteed; much depends on individual effort

You receive:

- Organizational management, leadership and teamwork experience
 - Visibility within ASMC and the supporting organization(s)
 - Networking with ASMC leadership and the Center directors & senior management teams
 - Recognition for your efforts, principally at the Chapter level
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Time Commitment (Typical Monthly)

- Executive Committee Meeting - 1 to 1 ½ Hrs Non-Absorbed Time
- Luncheon or Workshop - 1 Hour Absorbed Time; ½ to 1 Hr Non-Absorbed Time
- Committee Meeting(s) - 1 to 1½ Hrs Non-Absorbed Time
- Committee Management - As Needed; Non-Absorbed Time

- Committee Planning - As Needed; Non-Absorbed Time

Due to dwindling organizational resources, you will need to contribute some of your own time to fulfillment of your duties. If your work schedule permits, your supervisor may approve added time for you to participate.

Personal Skills

To effectively perform the duties of a Chapter officer, the following are required. They should be, but do not need to be, possessed at the time one accepts a Chapter Officer position. However, you must be willing to evidence efforts to obtain them; the Chapter will be helping. There is no implied priority, grade-level requirement, supervisory/managerial experience, or super human(ness) for any of these.

- Organization, Coordination & Delegation; Meeting Management & Leadership
 - Time Management; Budget Development & Monitoring
 - Oral Presentation & Written Report/Plan Development
 - Self-Starting, Self-Motivating, Self-Sacrificing
 - Team Leadership & Recognition; Negotiation and Compromise
 - Confidence, Tact, Diplomacy, Assertiveness, Congeniality
 - Coaching; Mentoring; Encouragement; Advice & Consultation
 - Objective Decision-Making
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Expectations

- If you accept the commitment, fulfill it
- If you are unable to cope (or need help), ask for help
- Uphold ASMCs and the Chapter's constitution & bylaws – and to render objective decision-making. This includes publishing an annual schedule of events and ensuring these events are publicized, recorded and reported
- Accept your own/others' mistakes and be willing to learn from them as a means to improve yourself, your chairpersons and their committee members, and your team (the Executive Board)
- Manage your work time to minimize work conflicts and to maximize your committee's efforts! Work with your supervisor to gain an understanding of and support for your commitment
- As an officer, you will need to make yourself available to the committees you oversee; the demands on your time, both to perform your normal work duties and to serve as an officer, may prove stressful--be prepared
- Act responsibly and professionally – i.e., meet your deadlines, plan ahead, follow through, make your reports, don't expect others to continually remind you to get things done

- Set the example for Chapter participation by being visible at one or more of the Chapter's community service or fundraising events
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President

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Oversees the Chapter's Audit, Newsletter, Ways & Means, and Website Committees
 - Serves as Chairperson and voting member of the Executive Board
 - Serves as Chairperson of the Executive Committee
 - Oversees the business of the Chapter. In this regard, is the final arbiter in appointing and relieving Chapter Officers or Committee Chairpersons of their responsibilities or discharging them from their positions -- and replacing them
 - Oversees the Chapter's adherence to ASMCs standards for professionalism.
 - Maintains a mutually beneficial partnership with the directors and senior management teams of supporting organizations and liaisons with ASMC HQ
 - Oversees the development of the Chapter's objectives for its business year
 - Oversees the development of the Chapter's annual schedule of events
 - Officiates at all Chapter business meetings. Reports the decisions of the Chapter Executive Board and Executive Committee meetings to Chapter members and oversees voting on decisions requiring their concurrence
 - Oversees maintenance of the Chapter's books of account, business/financial records, entry into contracts and expensing of funds
 - Oversees the Chapter's compliance with an up-to-date constitution & bylaws
 - Oversees the Chapter's fundraising for scholarships and operations
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President-Elect

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Oversees the Chapter's CDFM, Education/Scholarship, Membership, and Nominations/Elections Committees
- Serves as a voting member of the Executive Board
- Serves as a member of the Executive Committee
- Assumes the responsibilities of the Chapter President in the latter's absence

- Prepares to assume the responsibilities of the Chapter President in the Chapter's next business year
 - Oversees the Chapter's continuing education and scholarship granting efforts
 - Oversees the Chapter's efforts to encourage and sustain membership in the Chapter
 - Oversees the Chapter's succession (new officers & chairpersons) program
 - Performs other duties as assigned by the Chapter President
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Vice-President for Programs

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Oversees the Chapter's Meetings/Speakers, PDI Chapter Fair, and Special Events committees
 - Serves as a voting member of the Executive Board
 - Serves as a member of the Executive Committee
 - Assumes the responsibilities of the Chapter President if the President-Elect is unable to do so
 - Oversees the Chapter's efforts to provide opportunities for Chapter members to receive useful skills and training
 - Oversees the Chapter's participation in ASMCs annual Professional Development Institute (PDI) (and its associated Chapter Fair)
 - Performs other duties as assigned by the Chapter President
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Vice-President for Participation

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Oversees the Chapter's Awards/Competition, Community Service, Adopt-A-School, and PDI 20XX Eligibility Committees
- Serves as a voting member of the Executive Board
- Serves as a member of the Executive Committee
- Assumes the responsibilities of the Chapter President if the President-Elect or Vice-President for Programs is unable to do so

- Oversees the Chapter's charitable involvement in the local community
 - Oversees the Chapter's efforts to effectively compete in ASMCs 5-Star and other award and recognition programs and conduct its own program
 - Performs other duties as assigned by the Chapter President
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Secretary

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Oversight of the Chapter's Historian, Photographer, and Publicity Committee
 - Serves as a voting member of the Executive Board
 - Serves as a member of the Executive Committee
 - Provides maintenance of the Chapter's business records, principally meeting minutes. Insures the prompt (within one week of the event) publication and distribution of the minutes to affected and/or interested parties
 - Provides general administrative support for the Chapter; this includes: (1) submission of the Chapter's annual schedule of events (by October 10) and roster of officers and chairpersons (by July 10 and January 10) to ASMC HQ, (2) timely preparation and mailing of the Chapter's business correspondence and (3) securing of stationery, post office box, and other materials needed to fulfill these responsibilities
 - Collaborates with the Historian, Treasurer and Competition & Awards Committee in providing documents for the Chapter's historical records
 - Assists the Membership Committee in ensuring correction of National HQ's quarterly membership roster within 45 days after it is mailed to the Chapter
 - Oversees the publicizing of Chapter events and publication of a newsletter
 - Performs other duties as assigned by the Chapter President
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Treasurer

In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office

- Manages the Chapter Budget and Buckeye Family Program
- Serves as a voting member of the Executive Board
- Serves as a member of the Executive Committee
- Provides maintenance and security of the Chapter's monetary assets as recorded in its books of account and financial records, principally its

checking account, budget, and investments. Insures the prompt (within one week of the event) publication and distribution of a monthly financial statement to the Executive Board a week in advance of its scheduled meeting

- Pays the Chapter's bills. Insures the signature of two Chapter officers are affixed to each check before it is released for payment
- Ensures appropriate signature cards are obtained, completed and submitted to the holders of the Chapter's checking, savings and investment accounts
- Recommends ways to invest the Chapter's funds to the Executive Board for consideration and approval/disapproval. Reminds the Board of expenditures that require voting by Chapter members to secure their concurrence
- Cooperates with the independent auditor in the evaluation and corrective actions needed to provide certification of the Chapter's books of account and financial records
- Submits the Chapter's annual financial report to ASMC Headquarters in advance of the deadline (which is 90 days following the installation of new officers)
- Secures liability insurance to keep Chapter members from incurring personal liability for Chapter debts, if directed by the Executive Board
- Performs other duties as assigned by the Chapter President