



## **Chapter Officer and Activity Chair Job Descriptions**

**Updated: December 05, 2022**

**POSITIONS:**

- Governing Board Officers (required positions)
  - Delegate (non-voting)
  - Chair
  - Vice-Chair
  - Secretary and/or
  - Treasurer
  - Member-at-large
- Activity Chair positions (optional positions)
  - Education Activity Chair
  - Membership Activity Chair
  - Webmaster Activity Chair
  - Student Activity Chair

**TERMS:**

Term July 1 – June 30

All governing positions (except for treasurer and delegate) are 1-year terms that may be renewed twice for a maximum of 3 years.

The treasurer and delegate position is a three-year term that may be renewed once for a maximum of 6 years.

Activity Chair positions are optional. These positions are appointed by a majority vote of the Governing Board Officers. The position is a 1-year term that may be renewed twice for a maximum of 3 years.

**VOTE:**

Governing Board Officers are voting members of the Chapter Governing Board (excluding Delegate). The Activity Chairs are members of the Chapter Governing Board but are non-voting members. In the event of a tie, the Delegate will be the deciding vote.

**QUALIFICATIONS:**

Qualified candidates for any position must be an AMPP member in good standing and assigned to the Chapter in which they hold a leadership position.

**REMUNERATION:**

Service as a Chapter officer is without remuneration.

**ROLE DESCRIPTIONS:****Chapter Delegate**

- Purpose: The Chapter Delegate serves as a mentor to the Chapter Officers.
- Essential Duties
  - Represents the chapter at Area Task Force meetings
  - Responsible for bringing any Chapter concerns or needs to the Area
  - Responsible for communicating information from the Area back to the Chapter
  - Serve as a non-voting member on the Chapter Governing Board (in the event of a tie, the Chapter Delegate will be the deciding vote)

### **Chair**

- Purpose: Effectively operate the Chapter so that the needs of the members are met. Responsible for ethical oversight of the Chapter's activities and funds.
- Essential Duties
  - Ensure proper administration and conduct of the Chapter
  - Ensure the accomplishment of Chapter goals, objectives, and strategies
  - Prepare agendas for all meetings of the Chapter Governing Board
  - Preside over Chapter Governing Board and Chapter meetings
  - Lead effective transition to a new Governing Board
  - Serve as a voting member on the Chapter Governing Board

### **Vice-Chair**

- Purpose: The Chapter Vice-Chair supports the Chapter Chair's role to provide ethical oversight of the Chapter's activities and functions.
- Essential Duties
  - Provide executive support to the Chapter Chair
  - Perform the duties of the Chair in their absence
  - Perform special assignments made by the Chair
  - Serve as a voting member on the Chapter Governing Board

### **Secretary**

- Purpose: The Chapter Secretary is the official keeper of the records. It is the Secretary's responsibility to make sure that the minutes are distributed to the Governing Board.
- Essential Duties
  - Provide administrative support to the Chair and the Chapter Governing Board
  - Maintain and distribute minutes of Chapter Governing Board meetings
  - Distribute agendas of Chapter Governing Board meetings
  - Serve as a voting member on the Chapter Governing Board

### **Treasurer**

- Purpose: The Chapter Treasurer is responsible for the integrity of the fiscal affairs of the Chapter and ensuring that financial records and assets are accurately maintained.
- Essential Duties
  - Collect, deposit, and maintain records of all Chapter funds in accordance with the Chapter Affiliation Agreement
  - Issues payment for invoices in a timely manner
  - Fiduciary responsibility to ensure that the terms of the Chapter Affiliation Agreement are met regarding financial concerns
  - Provide ethical oversight of the Chapter funds and ensure financial reporting
  - If the Chapter sponsors a Student Club, hold and distribute funds for that Student Chapter working with the Student Financial Liaison
  - Serve as a voting member on the Chapter Governing Board

### **Member-at-large**

- Purpose: The Chapter Member-at-large serves as a liaison to the general membership of the Chapter and representative to the Governing Board.
- Essential Duties
  - Primarily serves as a liaison between the membership and the Chapter Governing Board
  - Solicits program topics from membership and evaluates relevance and interest to members
  - Represent the regional membership's interest to local government agencies and/or NGO facilities, promoting the mission of the organization
  - Serve as a voting member on the Chapter Governing Board

### **Education Activity Chair**

- Purpose: The Chapter Education Activity Chair coordinates and supervises logistics for Chapter education events and courses.
- Essential Duties
  - Promote education programs to the Chapter membership
  - Determine the needs of the Chapter membership for AMPP courses
  - Ensure that education literature is displayed and promoted at all Chapter meetings
  - Supervise education activities put on by the Chapter

### **Membership Activity Chair**

- Purpose: To provide leadership in recruiting new members and retaining current members.
- Essential Duties
  - Promote membership in AMPP and engagement with the Chapter
  - Maintain an updated list of Chapter members
  - Participate in local industry shows and at meetings of other technical societies to promote AMPP membership
  - Make certain that new members are welcomed at Chapter meetings

### **Webmaster Activity Chair**

- Purpose: The Chapter Webmaster Activity Chair is responsible for the creation and maintenance of the Chapter website.
- Essential Duties
  - Maintain and update the Chapter website
  - Post all meeting notices to the Chapter website
  - Test and monitor web site to ensure functionality

### **Student Activity Chair**

- Purpose: The Chapter Student Activity Chair is responsible for promoting student activities within the Chapter and implementing efforts to support local students.
- Essential Duties
  - Act as advocate for the Chapter in schools/universities
  - Coordinate scholarships through your Chapter
  - Interface between local students and your Chapter
  - Coordinate and facilitate student participation at AMPP Chapter meeting