



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

Welcome to Student Chapter Leadership!

Serving as a Student Chapter Officer or Activity Chair is a great opportunity to build leadership skills, connect with industry professionals, and make a positive impact on your campus. This document outlines the roles, responsibilities, and expectations for student leadership positions within AMPP Student Chapters.

### **Student Chapter Officer Positions**

Each Student Chapter has a governing board made up of the following required positions:

- **Chair**
- **Vice Chair**
- **Secretary and/or Financial Liaison**

Activity Chair Positions (Optional)

Student Chapters may also have additional leadership roles based on their needs, such as:

- **Event Chair**
- **Communications Chair**

### **Terms & Elections**

- **All Officers serve a one-year term** (either **January 1 – December 31** or **July 1 – June 30**). Officers may serve **up to two consecutive terms** if re-elected.
- **Activity Chairs serve a one-year term, renewable up to two times.** These positions are optional and are appointed by a majority vote of the governing board.
- **Voting:** All Officers and Activity Chairs have a vote on Student Chapter business.
- **Membership Requirement:** All leadership positions require active student membership in AMPP.



## **Officer Roles & Responsibilities**

### **Chair**

**Position Overview:** Leads the Student Chapter, oversees operations, and ensures activities align with the chapter's mission.

#### **Key Responsibilities:**

- Lead chapter meetings and events.
- Represent the chapter in communications with AMPP and external organizations.
- Work with other officers to plan and execute initiatives.
- Encourage student involvement and engagement.

### **Vice Chair**

**Position Overview:** Supports the Chair and helps coordinate chapter activities.

#### **Key Responsibilities:**

- Assist the Chair in overseeing chapter operations.
- Lead meetings or activities when the Chair is unavailable.
- Coordinate with officers and Activity Chairs to support chapter initiatives.
- Help plan and execute events.

### **Secretary**

**Position Overview:** Maintains records and ensures smooth communication within the chapter.

#### **Key Responsibilities:**

- Take meeting notes and maintain records of chapter activities.
- Communicate important updates to members.
- Organize documents and reports.
- Assist in planning events and initiatives.

### **Financial Liaison (or Secretary/Financial Liaison)**

**Position Overview:** Helps track chapter funds and ensure financial transparency.

#### **Key Responsibilities:**



- Work with the Chapter Treasurer and AMPP to manage funds.
- Keep clear financial records and report on transactions.
- Ensure funds are used appropriately for chapter activities.
- Assist with sponsorship or fundraising efforts.

**Note:** The Secretary and Financial Liaison roles may be combined if needed.

### **Activity Chair Positions (Optional)**

Activity Chair (e.g., Event Chair, Communications Chair, etc.)

**Position Overview:** Leads specific initiatives such as events, outreach, or communications to support student engagement.

### **Key Responsibilities:**

- Plan and manage chapter activities (e.g., networking events, workshops, outreach programs).
- Promote events and encourage student participation.
- Collaborate with officers and external organizations.
- Report updates during chapter meetings.

### **Why Join Chapter Leadership?**

Being an AMPP Student Chapter leader helps you:

- Build leadership and teamwork skills.
- Expand your professional network.
- Gain experience in event planning and project management.
- Make a lasting impact on your campus community.

We encourage all student members to get involved and explore leadership opportunities!

Questions?

If you have any questions or need support, reach out to your Chapter Advisor or AMPP for guidance.