B. Chapter Officers

The authority, structure, responsibilities and operation of a chapter’s officers may be stated in the chapter’s bylaws. In developing chapter bylaws, or in lieu of specific provisions in the chapter’s bylaws, the following guidelines are recommended.

a) What is expected of Chapter Officers:
   - Understand NAPNAP and chapter bylaws and the NAPNAP Chapter Operations Handbook;
   - Understand chapter policies and procedures;
   - Be familiar with operations and requirements of a non-profit Board Officers;
   - Maintain fiscal well-being of the organization;
   - Prepare for and attend Board and chapter meetings;
   - Deliver appropriate reports at Board and general chapter meetings as needed;
   - Maintain proper reporting channels;
   - Be proficient in e-mail and web technologies;
   - Participate in budget and financial review process of chapter;
   - Take part in chapter sponsored events;
   - Fulfill all duties of office, seeking help where necessary;
   - Set an example of ethical professionalism and excellence in business;
   - Encourage members to support the chapter and become involved;

b) Chapter Executive Board Structure
   It is recommended that the Chapter Officers be comprised at least 4, no more than 9, and include the following:
   - President
   - President-Elect
   - Secretary
   - Treasurer
   - Immediate Past President
   - Membership Chair

   Other chapters have opted for the following board positions, although not necessary: Student Representative, Legislative Chair, Program (CEU) Chair, Newsletter, Community Service Chair, and Scholarship Chair.

c) Roles, Responsibilities and Meetings
   - The chapter’s activities and affairs are managed and conducted by, or under the direction of, the chapter Executive Board. The chapter Executive Board acts collectively; no individual shall have any power or authority to act on behalf of the chapter unless specifically authorized and empowered by the Board to so act.
• The chapter Executive Board examines the financial records of the chapter at each board meeting. At the end of each fiscal year, a detailed financial report is forwarded to NAPNAP headquarters.

• The chapter Executive Board is subject to the provisions and limitations of all applicable laws, the Bylaws of NAPNAP, the Chapter Affiliation Agreement and this Chapter Operations Handbook. In the event of conflict or inconsistency between local chapter policies and procedures and the NAPNAP Bylaws and this Chapter Operations Handbook, the NAPNAP Bylaws and this Chapter Operations Handbook shall prevail.

• The chapter Executive Board meets at least quarterly and is encouraged to meet more frequently as the need arises.

• At any chapter Executive Board meeting, a majority of the Board members must be present to constitute a quorum for voting purposes.

d) Chapter Executive Board Vacancies
Chapter Executive Board Vacancies should follow individual Chapter’s Bylaws. Below is the language pulled from NAPNAP’s Model Chapter Bylaws under Article VIII, Section D. If your chapter has modified the below language, please refer the approved individual Chapter’s Bylaws.

Model Chapter Bylaws - Article VIII, Section D: In the event a vacancy occurs in an office or on the Executive Board due to a change in status or otherwise, such vacancy shall be filled in the following manner:

1. President: The President-elect shall assume the office for the completion of that term. (S)he shall then continue to serve as President for the one (1) year term which (s)he would otherwise have served had the vacancy not occurred. If the President-elect position is vacated for any reason, a special election shall be held within 3 months of the vacancy.

1. All other vacancies: The Executive Board shall appoint a replacement.

If the vacancy occurs in the office of Immediate Past President, the President should make every effort to recommend a former Past President or chapter board member to fill the unexpired term. If a former chapter board member is appointed, the position can be temporarily renamed Director at Large for the duration of that term.

e) Removal of Officers/Directors from Chapter Board of Directors
• An Officer may be removed by a two-thirds (2/3) vote of the Board of Directors when such removal would serve the best interests of the chapter.

• The chapter Executive Board may remove a Director from office by a two-thirds (2/3) vote for conduct not in the best interest of the chapter or for three consecutive absences from regularly scheduled meetings of the Board of Directors and/or general meetings.

C. Chapter President

1. Responsibilities & Role
• Presides over Chapter Board and General Membership Meetings.
• Appoints chapter committee chairs and other volunteers.
• Signs official documents on behalf of the chapter.
• Represents the chapter at meetings and is the official spokesperson for the chapter.
• Maintains communications and a relationship between the Chapter and the National Association through:
  a. News articles and meeting minutes sent to the Chapters’ Chair via the National Office.
  b. List of officers (as elected) sent by June 1 to the National Office.
  c. Annual CH sent to the National Office annually (see page 42 for instructions and deadline dates).
• Executes a conflict of interest and confidentiality agreement.
• Submission of meeting minutes following all meetings of the chapter board and general membership meetings.
• Participation in the Annual Council of Chapter Presidents’ Meetings at the NAPNAP Annual Conference representing NAPNAP at the local level and promoting NAPNAP’s mission within the area served.
• Compliance with laws & regulations of the jurisdiction in which the chapter is chartered.

*Any forms or agreements (i.e. logo use/mailing list license) signed by the Chapter President for any year will be binding upon his or her successor should the President leave office before the end of his or her term. Should any situation arise that requires mediation between the Chapter and NAPNAP, New Jersey law will govern such mediation.

D. Chapter President-Elect

1. Responsibilities & Role

• In the absence of the President or in case of inability to act, presides over the meetings of the chapter.
• Participates in leadership development opportunities in preparation for role as President.
• Participates on the chapter standing committees and other committees or task forces as appointed by the president.

E. Chapter Secretary

1. Responsibilities & Role

The Secretary shall:

• Attend and keep minutes of the meetings of the Chapter including but not limited to:
  a) Conference Call Meetings
  b) General meetings of the Executive Board
  c) Executive meetings of the Executive Board
  d) Annual Business Meeting of the Chapter
  e) Any special sessions or meetings called by the president

• Record, type or has typed, review the minutes of all meetings and submit to the National Office by mail or by email at mdimatteo@napnap.org.
a) Sends a draft to the President for review.

b) After review and corrections are made, distributes the minutes to all Board members, chapter membership and National Office.

  c) Maintains copy of all minutes of the past four years in the Secretary’s Book.

  • Participate on the following standing committees and other committees or task forces as appointed by the president.

  • Distributes newsletters to chapter membership and submits a copy to National Office by mail or by email at mdimatteo@napnap.org.

  • Be custodian of Chapter Bylaws and Membership Roster (if chapter does not have a membership chair).

  • Acts as parliamentarian of the Executive Board and Business Meetings.

F. Chapter Treasurer

1. Responsibilities & Role

   The treasurer shall serve as custodian of the chapter’s funds, maintaining these funds in a bank account and dispersing them in accordance with the chapter’s disbursement policy and principles of transparency. The treasurer shall:

   • Receive chapter dues through electronic transfer from the national office

   • Receive remittance checks and other income due to the chapter.

   • Prepare a budget with the assistance of chapter officers.

   • Assist with the periodic review of the chapter financial records.

   • Maintain the chapter bank account.

   • Maintain a system to document approved disbursements.

   • Prepare quarterly financial reports.

   • Monitor expenditures to maintain a financial balance, which maintains an appropriate reserve for the chapter to sustain its activities.

   • Retain and maintain financial records in accordance with retention schedules and forward to the incoming treasurer.

See Chapter Treasurers’ Manual on page 79 for more information.

G. Chapter Membership Chair

1. Responsibilities & Role

   • Membership Verifications Lists:
     - Receives Lists and compares with chapter membership roster
     - Newsletter

H. Chapter Legislative/Health Policy Chair

1. Responsibilities & Role

   • Serves as an advisor to the Board for decisions regarding state legislative activities and child health policy.

   • Receives and responds to activities from the National Office for national/state legislative issues.
• Provides up-to-date health policy/legislative information to the Chapter Executive Board for review and/or action.
• Receives up-to-date health policy/legislative information to bring to the NAPNAP Chapter Presidents, designated Regional Legislative Liaison, and the general membership.
  
  a) Uses educational programs, materials, or other means of communication to educate and keep the membership informed about legislative and health policy issues.
  b) Uses the Regional Legislative Liaison Network to update Chapter Legislative Chairs on child health policy issues and to advocate for key public policy and professional practice issues.
  c) Attends the Legislative Session at the NAPNAP Annual Conference.
  d) Receives information needing immediate or sustained attention. Maintains communication to inform and educate chapter members on the status of bills and child health policy issues.

• Participates on the standing committees and other committees or task forces as appointed by the president.
• Submits Reports for Annual Activities as follows:

  a) Provides input in the development of the annual budget
  b) Annual Activities/Goals and Time Table for the Strategic Plan
  c) Written or verbal report on activities for the Executive Board Meetings
  d) Provides input to the Annual Budget or New Budget Proposals.
  e) Written Annual report for the General Business Meeting
  f) Includes input in CH-12 Report for indentifying legislative issues chapter is following/supporting/opposes

I. CEU/Program Chair

1. Responsibilities & Role

The CEU/Program Chair plans and coordinates continuing education meetings for the Chapter through the year. The Chair presides over the Program Committee and facilitates the logistics including location, event registration, speaker management, food, beverage, audio visual and marketing/promotion of the programs. The CEU/Program Chair works in coordination with the Chapter Officers and membership to determine the educational needs of the Chapter.

The CEU/Program Chair submits reports for annual activities as follows:

• Provides an annual program budget
• Submits the activities/goals for the year
• Provides verbal and written reports for the Executive Board Meetings

J. Chapter Committees, Task Forces, and Work Groups

1. Committees

• Standing committees may include the Membership, Program, Public Relations, Legislative and Bylaws Committees. Other committees shall be appointed as the chapter Executive Board deems necessary to manage chapter operations.
• Committees meet as determined by the chair of the committee. All committees will present their reports to the chapter Executive Board or chapter board liaison as agreed upon.
a) **Duties of the Committee Chair**
- Assemble committee members
- Schedule and facilitate committee meetings
- Provide committee reports to the chapter Executive Board as required
- Coordinate all committee activities

2. **Task Forces and Work Groups**
A task force or work group is a group of chapter members who are charged with a specific task or project, or are requested to obtain information pertinent to a proposed project and make recommendations to the chapter Executive Board. Basically, it is a temporary committee the mission of which is either a singular task or fact-finding and making a recommendation. The chapter Executive Board will provide guidelines pertinent to their specific project.

A chapter member cannot serve on a task force or work group if he or she is considering the submission of a proposal related to the task force/work group project or purpose.

Task forces or work groups shall be appointed by the chapter Executive Board as deemed necessary to serve the needs of the chapter. Task forces and work groups report to the chapter Executive Board. Task forces and work groups are disbanded upon conclusion of the business for which they were appointed.

a) **Duties of the Task Force and Work Group Chair**
- Assemble task force/work group members
- Schedule and facilitate task force/work group meetings
- Provide monthly status reports to the President
- Coordinate all task force/work group activities
- Provide a written summary of research and recommendations to the chapter Executive Board

b) **Deliverables of the Task Force/Work Group**
A task force/work group customarily performs due diligence to answer the following questions, and any others requested by the chapter Executive Board prior to delivering their findings:
- Does the chapter want or need this? Why?
- What will it accomplish?
- Are there different or easier ways to accomplish the goal?
- How would it benefit the members and the chapter as a whole?
- What will the short-term and long-term financial impact be?
- How could the project be funded? (Sponsor funding, dues, etc.)
- What would be the volunteer requirements be for implementation of the project?
- What is the estimated time frame for implementation?

Deliverables also include:
- Presentation at a board meeting of the task force’s results and recommendations
- Proposals from at least two providers if there is a budget impact
- Schedule of implementation and maintenance