

Chapter Officer General Guidelines

President Elect serves a one-year term with duties that include:

- Become familiar with the organization and responsibilities of the office.
- Serve as Vice-Chair for the annual Chapter Meeting.
- Serve as a voting member of the Chapter Executive Committee.
- Succeed to the office of President at the end of the one-year term, then to the office of Immediate Past President for one year.

President serves a one-year term performing duties including:

- Serve as Chair of the annual Chapter Meeting.
- Serve on the President's Committee of SRA International.
- Preside over the Chapter Executive Committee.
- Serve on the Section Executive Committee.
- Appoint Chapter Members to activities and Committees as identified to meet Chapter needs.
- Succeed to Immediate Past President at the end of the one-year term.

Immediate Past President serves a one-year term performing duties including:

- Perform the responsibilities of the President during absence or disability.
- Serve as a voting member of the Chapter Executive Committee.
- Serve on the Section's Nominations Committee and assist in identifying nominees for Chapter leadership positions.

Secretary serves a two-year term performing duties including:

- Call the role and discuss the rule of procedure at all chapter meetings.
- Maintain and prepare all meeting minutes.
- Serve as a voting member of the Executive Chapter Committee.

Treasurer serves a two-year term performing duties including:

- Manage chapter expenses and obtain approval for expenditures.
- Prepare budget and financial reports for inclusion in the Section's Board meeting reports.
- Report at the Chapter Business Meetings.
- Work with President and Program Planning Committee to plan and execute annual chapter meeting budget and expenses.
- Serve as a voting member of the Chapter Executive Committee.