



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

Chapter Officer General Guidelines

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

- Becomes familiar with the organization and responsibilities of the office.
- Serves as Vice-Chair for the annual Chapter Meeting.
- Serves as a voting member of the Chapter Executive Committee.
- Succeeds 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:

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

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

- Performs the responsibilities of the President during absence or disability.
- Serves as a voting member of the Chapter Executive Committee.
- Serves on the Section's Nominations Committee and assist in identifying nominees for Chapter leadership positions.
- Serves as an Administrator for the Chapter's SRAI *Connect* community.

Secretary serves a two-year term performing duties including:

- Calls the role and discusses the rule of procedure at all Chapter Meetings.
- Maintains and prepares all meeting minutes.
- Serves as an Administrator for the Chapter's SRAI *Connect* community.
- Serves as a voting member of the Executive Chapter Committee.

Treasurer serves a two-year term performing duties including:

- Manages chapter expenses and obtains approval for expenditures.
- Prepares budget and financial reports for inclusion in the Section's Board meeting reports.
- Reports at the Chapter Business Meetings.
- Works with President and Program Planning Committee to plan and execute annual Chapter Meeting Budget and expenses.
- Serves as a voting member of the Chapter Executive Committee.