Chapter Secretary Role Description

CHAPTER SECRETARY:

The secretary shall:

1. Be responsible for the accurate recording and transcribing of the minutes of all BOD meetings.
2. Submit all minutes to the BOD in accordance with established procedure.
3. See that all membership notices are duly given in accordance with applicable state laws and the chapter’s bylaws.
4. Be custodian of chapter records (see [Records](#bookmark1) section); be responsible for keeping a record of the mailing and email addresses of each director and officer of the chapter.
5. In general, perform all duties and have all powers customarily incident to the office of secretary and such other duties and powers as may be prescribed from time to time by the president or the BOD.
6. Serve as a communication link with APIC on matters as designated by the president. Further, the Secretary must respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.
7. Mentor the successor to provide a smooth transition into the secretary role.

**RECORDS**

The secretary should maintain all organizational documents of the chapter. Within the chapter’s Organizational Handbook, the Secretary should store the:

* 1. Petition for Chapter Status
	2. Bylaws

In the Organizational Handbook or in separate files, the secretary should also maintain:

1. Membership rosters provided by APIC
2. Minutes of all BOD and Chapter Executive Committee meetings
3. Chapter correspondence

Chapter Treasurer Role Description

CHAPTER TREASURER:

The treasurer shall:

1. Oversee and be responsible for the management of the chapter’s financial affairs in accordance with the Chapter Treasurers’ Manual (located on the online Chapter Resource Center).
2. Prepare monthly financial reports for the BOD.
3. Oversee the budget process and prepare the annual budget for BOD review and approval.
4. Be a member or consultant to any committee having to do with the association’s monies.
5. Serve as a primary communication link with APIC on matters concerning the chapter’s monies and financial reporting. Further, the treasurer must respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadlines.
6. Review financial affairs of the chapter as necessary with legal counsel and/or accountant.
7. Mentor the successor to provide a smooth transition into the treasurer role.

\*The treasurer role and responsibilities are detailed further in the Chapter Treasurers’ Manual.

Chapter President-elect Role Description

CHAPTER PRESIDENT-ELECT:

The president-elect shall:

1. Assist the president in the discharge of the presidential duties as directed and perform such other duties as may be prescribed from time to time by the president or the BOD.
2. Prepare to assume the office of president. Fill the office of president, should that office become vacant, and subsequently fill the office of president for a regular term, as is entitled to the president-elect.
3. Become familiar with organizational system structure, including chapter bylaws, policies, and committees.
4. Serve as the BOD liaison to the Program Planning/Education Committee; manage and submit requests for liability insurance to APIC, as needed.
5. Maintain chapter meeting and event calendar.
6. Serve as a communication link with APIC on matters as designated by the president. Further, the president-elect must respond to APIC requests, notices, and other communications in a timely manner or by the designated deadline.
7. Mentor the successor to provide a smooth transition into the president-elect role.

Chapter Legislative Representative Role Description

CHAPTER LEGISLATIVE REPRESENTATIVE (CLR):

The Chapter Legislative Representative (CLR) is APIC’s representative to state and local policymakers on public policy matters. The CLR serves as the major link between his/her chapter, APIC, and the Public Policy Committee. The success of APIC’s public policy initiatives are highly dependent on the support and energies of chapter members, particularly the CLR.

APIC’s Public Policy staff is responsible for issuing communications, via the CLRs, to keep chapters apprised of the program’s various activities including position statements. CLRs are expected to relay this information to all chapter members.

The CLR shall:

a. Be appointed by the chapter president.

b. Be knowledgeable about APIC policy positions.

c. Have an interest in and be willing to develop expertise in the legislative process on federal and state legislative and regulatory issues.

d. Report to the chapter president and serve as the primary contact between the chapter and APIC on issues of public policy.

e. Represent APIC’s policy positions to chapter members, APIC allies and partners, and policymakers.

f. Use care to ensure that legislative and regulatory positions expressed by chapter members are consistent with APIC.

g. Provide APIC Public Policy Reports at all chapter meetings.

h. Mobilize chapter members to respond to issues, when requested by APIC, and provide necessary follow up to both chapter members and APIC.

i. Respond to APIC Action Alerts, notices, and other communications in a timely manner, or by the designated deadlines.

j. Share major outcomes of chapter grassroots efforts with APIC.

k. Participate in APIC CLR training webinars and the CLR meeting at Annual Conference. If resources are available, the CLR is encouraged to attend Nurse in Washington Internship (NIWI) or a similar advocacy training program.

l. Mentor the successor to provide a smooth transition into the CLR role.

Board Member Role Description

CHAPTER BOARD OF DIRECTORS

The Board of Directors is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership.

The Executive Committee shall:

a. Direct the business and financial affairs of the chapter.

b. Foster growth and development of the chapter.

c. Establish administrative policy.

d. Assist the president in the structuring of committees.

e. Review committee reports and determine action to be taken.

f. Approve large budgetary allocations as submitted by the treasurer, as well as fundraising functions.

h. Identify potential chapter/committee leaders and oversee succession planning to ensure the sustainability of the chapter