

LEFA Chapter Roles

1. President:

- a. Facilitates local chapter meetings
 - i. Presents the visual presentations
 - ii. Finalizes the date and time for a meeting (alongside with the Secretary/Treasurer)
 - iii. Reviews the minutes of each meeting (alongside with the Vice President)
 - iv. May not be late or miss more than 3 meetings
- b. Works with the board to create fun, economically/financially educating, and successful chapter-wide events
 - i. Pictures/videos of the event should be taken and shared to the Official LEFA Board
- c. Brings up all (chapter-wide) concerns to the Official LEFA Board
- d. Writes the monthly report to the Official LEFA Board about how their chapter is fulfilling the goals of LEFA
- e. Works alongside the Public Relations Officer/Graphic Designer to promote the local chapter and maintain communication with members
- f. Expected to choose all other members of the board for their local chapter

2. Vice President:

- a. Works alongside the Secretary/Treasurer to plan the time and date for each meeting
 - i. Communicates with the Public Relations Officer/Graphic Designer to receive input on what the local chapter wants
- b. Works alongside the President to plan chapter-wide events
- c. Help the President to write the monthly report to the Official LEFA Board about how the chapter is fulfilling the goals of LEFA
- d. Facilitates the local chapter meeting if the President is absent
- e. Takes and records the minutes when the Secretary/Treasurer is absent from a meeting

3. Secretary/Treasurer:

- a. Works alongside the President and the Public Relations Officer to figure out what date and time will work best to conduct a meeting
- b. Takes and records the minutes for every meeting

- i. Must include what the time and date of which the meeting began and ended
 - ii. Must include accurate description of the entire meeting
 - iii. Must include all the members (including board) that attended the meeting
 - 1. Also include which of the board members are late or missing from the meeting
 - 2. Report board members that are late or missing from 5 or more meetings; report President if they miss or are late for 3 or more meetings to the Official LEFA Board
 - c. Control of the local chapter's money
 - i. Monitors the budget
 - ii. Maintains accurate financial records
 - iii. Collects member dues
 - d. Host fundraising efforts to facilitate operations
- 4. Public Relations Officer/Graphic Designer (2 people):
 - a. Brings new members into the local chapter (recruitment)
 - i. Creates flyers, posters, and advertisements for the chapter
 - ii. Posts pictures and short videos to advertise for the chapter on their social media accounts
 - b. Creates the visual presentations for each meeting
 - c. Works actively to communicate with each member of the local chapter to ensure their satisfaction
 - i. Ask what chapter-wide events they would enjoy
 - ii. Ask when would be the best time for a meeting
 - iii. Ask what improvements could be made
- 5. Member-at-large:
 - a. Maintains a strong relationship between the board and its members
 - b. Voices ideas and concerns of members to provide an optimal club experience for all
 - c. Generates interest within the club and recruits potential members
 - d. Works closely with all board members to successfully facilitate operations and complete all necessary tasks