

Template USCC Affiliate Chapter Job Descriptions

President/Chair

Job summary: The President provides leadership to the Affiliate chapter Board and helps assure that it functions effectively.

Summary of essential job functions:

- Preside at all meetings of the Board/Executive Committee
- Develop agenda for these meetings
- Sign all contracts, payments, event space reservations etc.
- Appoint committee chairs and committee members, subject to Executive Board approval
- Prepare and present report to the membership at the annual meeting

Minimum requirements

- Served as Vice President (preferred)
- Active Affiliate chapter and USCC member
- Attends quarterly affiliate chapter meetings
- Term of office: Two years, with possibility for election to a second and final term
- Unpaid position

Vice President/Vice Chair

Job summary: The Vice President assists the President leading the Affiliate chapter board. In case of the absence or inability of the President to serve, the duties of that office shall be performed by the Vice President. (In some cases the Vice President is President/Chair Elect)

Summary of essential job functions:

- Serve as meeting chair and represent Affiliate chapter when President is unable
- Serve on executive committee
- May chair a committee
- President -Elect in some affiliate chapters

Minimum requirements:

- Served another board role previously (preferred)
- Active Affiliate chapter/USCC member

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- Attends quarterly national affiliate chapter meetings in lieu of president when president is unavailable
- Term of office: one year, with possibility for election to a second and final term

• Secretary

Job summary: The Secretary shall keep a record of all minutes of all meetings of the Affiliate chapter and the Board of Directors and file the reports of committees appointed by the Board.

Summary of essential job functions:

- Serve on executive committee
- Prepare minutes for all board and annual meetings in a timely manner
- Verify accuracy of minutes and amend as indicated
- Preserve minutes and associated records of all meetings
- Maintain a file of the reports of committees appointed by the Board

Minimum requirements:

- Good oral and written communication and organizational skills
- Term of office: One year, with possibility for election to a second and final term

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Treasurer

Job summary: The Treasurer manages the finances of the Affiliate chapter ensures accurate account of all money.

Summary of essential job functions:

- Propose annual budgets to the board
- Present current financial statement to the board at regular meetings

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- Present current financial statement to the membership at the annual meeting
- Complete the requisite financial documentation to comport with all statutory and auditing purposes
- Maintain bank accounts, including all monthly and annual statements
- With Membership Chair (if applicable) keep current records of STSW members' payment of annual dues
- File tax documentation each calendar year

Minimum requirements:

- Active member
- Attends Annual Conference
- Term of office: Two years, with possibility for election to a second and final term
- Unpaid position

Abilities desired:

- Comfortable with Excel
- Motivated to explore financial possibilities for the present and future direction of Affiliate chapter
- Committed to serving the common interest of the Affiliate chapter membership
- Knowledge about the financial programs and activities of Affiliate chapter

Past President

Job summary: The Past President serves on the Executive Committee, providing guidance to the President on leadership matters and conducting Affiliate chapter business.

Summary of essential job functions:

- Serve as executive officer of Affiliate chapter
- Serve as liaison to the Board of Directors
- Participate in all board and executive committee meetings
- Serve as ex-officio member of all committees
- Share knowledge of organizational history
- Take on leadership tasks in collaboration with incumbent president

Minimum requirements:

- Must have served as Affiliate chapter president

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- Attend Annual Conference
- Active member
- Term of office shall be two years minimum, with no maximum term
- Unpaid position

Past Treasurer

Job summary: The Past Treasurer serves on the Executive Committee, providing guidance to the Treasurer on finance and accounting matters.

Summary of essential job functions:

- Serve as executive officer of Affiliate chapter
- Serve as liaison to the Board of Directors
- Participate in all board and executive committee meetings
- Share knowledge of organizational and financial history

Minimum requirements:

- Attend Annual Conference
- Active member
 - Term of office shall be two years minimum, with no maximum term
 - Unpaid position