

Chapter Officer Responsibilities

President

The honor of bring President entails important responsibilities. The principle duty of the president is to coordinate the efforts and activities of all chapter officers, committees, and members, in order to achieve chapter goals. To accomplish this obligation, the president plans, delegates, supervises, represents, and presides.

Vice President(s)

The 1st VP assumes the President's duties in his absence. The 1st VP, as an ex officio member, coordinates committees responsible for internal activities, such as education, Finance, Social, Welfare, and Bylaws. In some chapters the 1st VP is responsible for the training program.

The 2nd VP, as an ex officio member, coordinates committees responsible for external activities, such as Public Relations, Safety, and Membership.

Secretary

Secretary's major responsibility is recording accurately the Chapter activities and functions. These recordings shall include Minutes of Membership and Executive Board meetings, reviewing membership roster, sending communications to the membership such as, meeting notices, course announcements, etc. The Secretary shall also receive all membership applications and fees and pass them on to the Chapter Treasurer, while keeping a record of all transactions. The Secretary is also generally responsible for ordering materials from RSES HQ. The Secretary shall with the assistance of the educational Chairperson select the date for the next meeting and make the necessary arrangements, for location, speaker and subject.

Treasurer

The Treasurer serves as ex officio Finance Committee Chair, with the principle duties being to receive and disburse all monies, be custodian of the Chapter funds, and keep accurate financial records. In a small Chapter, the Treasurer's duties may be merged with those of the Secretary to create a Secretary-Treasurer.

Educational Chairperson

The primary responsibility of the EC is the selection of program topics and qualified speakers for the educational programs at Chapter meetings.

Sergeant-at-Arms

The principle duty of the Sergeant-at-Arms is to keep order at all meetings.