

**President/Chair**

- Provide vision and direction for the local chapter
- Take general charge, supervision, and authority over the property, affairs, and business of the chapter and its officers
- Conduct regularly scheduled officer meetings, initiate the meeting agendas, establish and communicate the meeting location and time, and ensure all officers and committees routinely report on activities, drive resolution to open action items
- Prepare chapter business announcements for each chapter meeting, including upcoming events and introduction of new members, and special recognition
- Ensure that all important events and association business are reported to chapter members
- Maintain co-signature check signing responsibility with Treasurer and serve his/her absence to ensure bills are paid promptly
- Serve as point of contact with other regional chapters, regional directors, and the national association for chapter communication and co-sponsored events
- Prepare and submit quarterly rebate reports to International APMP, including a year-end financial statement in the 4<sup>th</sup> quarter
- Share responsibilities with co-chairs

**Vice President/ President Co-Chair**

- Assists the President/Chair in executing his/her responsibilities
- Takes over Presidents/ Chair's duties when that person is unable to perform them for any reason
- Assists with recruiting speakers, assisting with events planning, and co-sponsored events as needed

**Treasurer**

- Maintain all financial records for chapter
- Confirm quarterly rebates received
- Review bills for accuracy and pay bills in a timely manner
- Reimburse officers/chapter members for chapter expenses such as supplies, printing, etc.
- Coordinate with Membership Chair to ensure membership status of Board members
- Produce annual financial report for Board review
- File chapter tax reports as appropriate to State or Federal agencies

**Programs Chair**

- Plan, create and coordinate programs for chapter meetings and special events, including identifying speakers, meeting locations, presentations, and workshops
- Communicate venue options and details with Board members to foster informative and cost-conscious decisions
- Manage, coordinate, and verify venue contracts and statements for accuracy and completeness
- Work with Treasurer to ensure prompt payment and coordination with Venue POC

- Collect biographical information for speaker introductions and description of presentations(s) for meeting announcements
- Ensure speakers are notified of time and location of event and send them directions if required
- Communicate upcoming events to attendees at the programs
- Work with membership chair to ensure attendees are current members (if required)
- Track program success by attendee count

#### **Special Events/SPAC Chair**

- Lead the Chapter Board of Directors in all activities related to an annual symposium (full day or multi-day), including discussions of conference theme, venue, speaker identification/selection, abstracts/presentations review and symposium-day activities
- Ensure a positive, professional and beneficial annual symposium event that advances the knowledge and networking opportunities of APMP chapter members
- If applicable, ensure sponsor-friendliness of the symposium
- If applicable, develop timelines, role descriptions for Board members, contact sheets, and other materials needed to plan and execute symposium preparation
- If applicable, work with symposium venue to arrange facilities, event dates, infrastructure, room accommodations and other symposium-site matters
- Communicate with chapter Board and other APMP chapters to share ideas on symposium activities
- Taps into speaker pool for possible chapter events/opportunity to dry-run before symposium

#### **Secretary**

- Provide minutes of officer meetings to chapter chairs
- Provide chapter meeting minutes to Webmaster for posting on chapter website
- Track and report open action items for each meeting and previous meetings
- Supply and collect sign-in sheets for chapter meetings (or get the information from virtual meeting software)
- Provide chapter officers and the international organization with semi-annual/annual report and list of meeting attendees for affiliation credits
- Backstop Programs Coordinator Chair with support on venue and logistics

#### **Membership/Recruitment Coordinator**

- Encourage and promote membership in the chapter and APMP at various chapter activities
- Provide marketing and membership information to potential new members
- Provide an up-to-date membership mailing list to officers or fulfillment personnel on a recurring basis for mailings such as e-newsletter, special invitations, etc.
- Send an individual welcoming message to each new member, provide new member list to president/Chair to ensure that new members are especially welcomed and identified at the first chapter meeting they attend
- Identify opportunities to invest in membership and coordinate activities with other officers to ensure retention of existing members and promotion of new membership.

#### **Communications Chair**

- Prepares chapter newsletter
- Establishes and maintains promotion and publicity
- Oversee chapter website updates/maintenance
- Build photo library of meetings and events for use on the website and materials
- Develop (in association with chapter chairs) chapter marketing messages and materials
- Submit chapter news for inclusion in APMP/chapter communication vehicles (APMP.org, The Perspective, APMP.org forum, LinkedIn chapter. APMP groups)

#### **Social Media Chair**

- Send marketing messages and chapter updates through Twitter, Facebook, LinkedIn, and any other social media sites utilized by the chapter

#### **Regional Reps/Chairs**

- Ensure that our diverse membership interests are represented at Board meetings
- Act as Program Chair for their region, including coordinating at a minimum one local meeting or networking event in the regional area
- Attends regularly scheduled officer meetings

#### **Founding Director or Director-at-Large**

- Ensures historical and diverse perspectives are represented
- May be assigned special duties or support other chair positions
- Attends scheduled officer meetings periodically and supports events