

## **Heartland Chapter, AICP**

### **Duties of Secretary**

The Secretary shall keep a full and accurate record of the proceedings of all meetings of the Chapter membership and the Board; shall take the roll at Chapter meetings, if the attendance is not otherwise recorded; and shall perform such other duties as usually pertain to the Office of Secretary. The Secretary's general duties include:

1. To record and distribute accurate minutes of all Chapter meetings, and, immediately following each meeting, forward these to the website committee chair for posting;
2. To record and distribute accurate for Board approval accurate minutes of all chapter Board meetings (these are not posted to the web site);
3. To maintain a complete and accurate minute book, placing minutes in the book only after they are approved;
4. To maintain the Chapter's Operating Rules and Administrative Manual, keep them current and maintain a book of Operating Rules and Administrative Manual;
5. To keep the History of the Chapter Officers & Chairs up-to-date;
6. To serve as an Executive Board member; and
7. To keep the President and Vice President informed of all matters relating to the office.

## **Heartland Chapter, AICP**

### **Duties of Treasurer**

The Treasurer shall be responsible for all funds of the Chapter and perform other such duties customary to the office and which the President or Board may assign. Books and accounts of the Treasurer shall at all times be open to the inspection of any member of the Chapter or any authorized auditor. The Treasurer is responsible for maintaining all financial records of the Chapter. Additionally, the Treasurer is responsible for coordinating financial transactions with the Treasurer and Executive Director of the AICP.

General duties of the Treasurer include:

1. To maintain the Chapter's funds in a fiduciary capacity;
2. To help establish sound financial policies for the Chapter;
3. To interpret financial statements for the Board;
4. To present budgets and financial statements to the Board and to the Chapter membership;
5. To serve as an Executive Board member; and
6. To keep the President and Vice President informed of all matters relating to the office.

If you are interested, detailed exhibits are available for writing checks, making deposits, etc.

## **Heartland Chapter, AICP**

### **Duties of Vice President**

The Vice President, if in office, shall automatically succeed to the Presidency at the end of the President's term. The Vice President shall provide assistance to the President in the carrying out of his or her responsibilities, all in a mutually satisfactory coordination effort designed to provide continuity of the Chapter's administration. The Vice President shall perform the duties and exercise the powers of the President in the President's absence or in case the President is unable or unwilling to serve.

General duties of the Vice President include:

1. To assume the responsibilities of President in the event the President is unable or unwilling to serve in accordance with the Chapter's [Operating Rules].
2. To serve as an Executive Board member.
3. To observe and learn the duties of President.
4. To serve as the primary issuer of Chapter/ All Member emails.
5. To monitor & resolve bouncebacks from issued emails.
6. To coordinate the Volunteer Recognition Program for the Chapter.
7. To develop a plan for his/ her term as President.
8. To confirm that existing Chapter committee chairs wish to continue their roles during the next term, and/or to appoint new committee chairs.
9. To handle such assignments or special projects as directed by the President/ Board.

## **Heartland Chapter, AICP**

### **Duties of President**

The President is the Chief Executive Officer of the Chapter and performs all duties expected of the office and required by the Chapter's Operating Rules. The President is a member, ex officio, of all committees and has the power to appoint and remove committee Chairs. The President is responsible for the day-to-day operations of the Chapter during his or her term of office. The President shall perform such other duties as may be prescribed by the Board and shall preside at all meetings of the membership.

General duties of the President include:

1. To serve as Chief Executive Officer of the Chapter Board;
2. To provide leadership and direction;
3. To plan Chapter goals and objectives for his or her term;
4. To conduct Chapter meetings, Board meetings, and membership meetings;
5. To respond to the questions and needs of the Chapter's membership; and
6. To succeed to the position of Past President.

## **Heartland Chapter, AICP**

### **Duties of Past President**

The office of the Past President shall be filled by the departing President following the expiration of his or her term. The Past President shall serve as a Board member and as an advisor, and shall perform such other duties as may be prescribed by the Board. Chairing the Education Day Committee is an optional duty for the past president.

General Duties of the Past President include:

1. To serve as an Executive Board member;
2. To be an advisor to the President and to the Board;
3. To serve as the Nominating Committee Chair
4. Chair the Past President's Committee, encouraged but not required; and
5. To perform such other duties as recommended by the Board.