

# Chapter President

---

## Prerequisites:

- Be active in Chapter for a minimum of one full year
- Elected by the membership

## Term:

- One year or two years per chapter bylaws

## Responsibilities:

- Perform duties as prescribed by the Chapter Board of Directors
- Attend and preside at all meetings of the Chapter Board of Directors and Association membership meetings
- Ex-officio member of all chapter committees, except for the nomination committee
- Appoints all committees. Assigns chapter membership to committees
- Negotiates and assigns tasks to individuals and committees
- Work closely with the CMAA Chapter Relations Manager to advance the interests of the Association as directed by CMAA National
- Monitors the performance of all Chapter programs, activities, committees.
- Takes corrective measures when necessary to improve performance and protect the interest of the Chapter consistent with the by-laws and the direction of the Board
- Work with industry related Associations and government entities within geographic chapter area
- Recognizes superior performance by other members of the governance team with the assistance of the chapter officers
- Hold the governance team (individual and teams) accountable for goal attainment
- Gives a report to the chapter membership at least once per chapter year
- Upholds the Code of Ethics of the Association

## Expectations:

- Primary volunteer spokesperson and advocate for the Chapter
- Provide leadership in advancing the Chapter interests in concert with those of CMAA National. Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

# Vice President

---

## Prerequisites:

- Be active in Chapter for a minimum of one full year
- Elected by the membership

## Term:

- One year or two years per chapter bylaws

## Responsibilities:

- Perform duties as prescribed by the Chapter President and Chapter Board of Directors
- May perform the duties of the President in the absence or incapacity of the President
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Responsible for strategic development and update of chapter strategic plan.
- Work closely with the President and Chapter Board to advance the interests of the Chapter
- Assists the President in providing a formal orientation to new Board members or officers after chapter elections.
- Assists the President in recognizing superior performance by other members of the governance team
- Assists the President in developing criteria and conducting performance assessment reviews of the governance
- Ethics Officer for the Chapter. Chairperson of the Chapter Ethics Committee (if a standing committee)
- Upholds the ethical standards of the Chapter

## Expectations:

- Spokesperson and advocate for the Chapter
- Supports the President in advancing the Association's interests
- Assumes responsibility for successfully completing tasks assigned by the President and/or the Chapter Board
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

# Secretary

---

**Prerequisites:**

- Elected by the membership

**Term:**

- One year or two years per chapter bylaws

**Responsibilities:**

- Responsible for a complete roll of the names and addresses of the Chapter
- Taking and keeping minutes that accurately reflect the proceedings of all meetings of the Chapter
- Perform other duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Upholds the ethical standards of the Association

**Expectations:**

- Supports the Chapter President and Chapter Board in advancing the Association's interests
- Assumes responsibility for successfully completing tasks assigned by the Chapter President
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

# Treasurer

---

## Prerequisites:

- Elected by the membership

## Term:

- One year or two years per chapter bylaws

## Responsibilities:

- Responsible for all the monies of the Chapter, collection of dues and assessments (if applicable) and custody of the funds and other assets of the Chapter
- Responsible for the preparation and filing of the bi-annual financial reports to be submitted to CMAA National in June and December of each year.
- Responsible for a correct and accurate accounting of all the monies received and dispersed and the financial condition of the Chapter
- Implement corrective actions and recommendations generated by the annual audit as directed by the Chapter Officers and Board of Directors
- Takes the lead on preparing the Chapter Budget
- Perform other duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Chapter Board of Directors and Chapter membership meetings
- Upholds the ethical standards of the Association

## Expectations:

- Supports the Chapter President and Chapter Board in advancing the Association's interests
- Assumes responsibility for successfully completing tasks assigned by the Chapter President
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests

# Past-President

---

**Prerequisite:**

- President the previous year

**Term:**

- One year or two years - per chapter bylaws

**Responsibilities:**

- Perform duties as prescribed by the Chapter President and the Chapter Board of Directors
- Attend all meetings of the Board of Directors and membership meetings
- Chair the Chapter Nominating Committee responsible for submitting a slate nominations for Officers and Directors of the Chapter
- Work closely with the Chapter President to advance the interest of the Chapter as directed by the Board
- Upholds the ethical standards of the Chapter

**Expectations:**

- Provide counsel to the President and 1st Vice President
- Provide leadership in advancing the Chapter's interests
- Devote the time and cover expenses to attend Chapter meetings, conferences and other functions as required to advance the Chapter's interests