

# **CHAPTER PRESIDENT** **ROLES & RESPONSIBILITIES**

## **CHAPTER PRESIDENT**

The Chapter President is elected by the members of the Chapter in accordance with the National By-Laws and Chapter By-Laws and is accountable to the National Board of Directors for the operation and activities of the Chapter.

## **AUTHORITY**

The Chapter President is the chief executive officer of the Chapter and chairs all Chapter Executive Assembly and Chapter general membership meetings.

## **DUTIES AND RESPONSIBILITIES**

Subject to the Chapter By-Laws and to direction where applicable from the Chapter Board of Directors or Chapter membership, the Chapter President has the following general duties and responsibilities:

- Preside over meetings of the Chapter Board of Directors.
- Preside over the Monthly Workshop/Dinner Meetings.
- Lead the Chapter to ensure that the objectives of the Association are achieved and to specifically meet the professional needs of Chapter members.
- Manage the timely performance of all Chapter activities by delegation of appropriate authority to Chapter Officers and committee chairpersons, and ensure implementation of all National policies within the Chapter.
- Ensure preparation of the Chapter Long-Range Plan, Annual Operating Plan and Annual Budget.
- Ensure that the Chapter is represented at all possible National Board of Directors meetings.
- Coordinate with the National Vice President (South Western Region) on matters of importance within the Region.
- May submit written nominations for each National Office to the National Past President in accordance with National Bylaws Article XIII, Section B.

- Appoint a Nominations and Elections Committee for election of Chapter Officers for the coming year.
- Implement those policies and procedures developed or agreed to by the Chapter Board of Directors to maintain, improve, or enlarge the Chapter's service to its members and to better serve the local contract management community.
- Refer to the Chapter President's Functional Manual for more detailed guidance.

### **PERFORMANCE SCHEDULE**

Prior to July 15, appoint a Chairperson for each Chapter committee and send these names and the names of all elected Chapter officers to the NCMA Office.

On or before July 31, review and approve the goals, schedule, and budget for each Chapter committee and office.

On or before September 15, submit to the National Vice President (Southwest Region), and the National President-Elect, in care of the NCMA Office, an Annual Operating Plan covering the goals and objectives of the Chapter for the program year and a Chapter Long Range Plan which covers at least a three-year period. The audit report of the Chapter financial affairs for the preceding year should accompany the plan.

Prior to August 30, conduct an organizational or "team building" meeting for all Chapter leaders (officers, committee chairs, etc.). The session should be a minimum of three hours in duration and should cover the annual operating plan, responsibilities and working relationships of Chapter officers and committee chairs, and lessons learned from the activities of the past year.

On or before December 1, appoint the Chairman and members of the Nominations and Elections Committee.

On July 1, deliver to the incoming Chapter President all books, records, data, reports, and any other Association property.

Prior to August 31, submit the Chapter Graalman Award application for the prior program year per Policy Directive G-03.

Prior to December 31, review the Chapter By-Laws for any necessary changes. Changes to the Chapter By-Laws must be passed by the Chapter General Membership.

# **CHAPTER PRESIDENT-ELECT** **ROLES & RESPONSIBILITIES**

## **CHAPTER PRESIDENT-ELECT**

The Chapter President-Elect is elected by the members of the Chapter in accordance with the National By-Laws and Chapter By-Laws, and is responsible and accountable to the Chapter President for his/her Association activities.

## **AUTHORITY**

The Chapter President-Elect follows the President in the line of Chapter authority. In the absence or incapacity of the Chapter President, the Chapter President-Elect shall assume the authority, duties, and responsibilities of the President and shall have such other authority as may be delegated by the Chapter President.

## **DUTIES AND RESPONSIBILITIES**

Subject to Chapter By-Laws and delegation by the Chapter President:

Serve as a member of the Board of Directors

Fulfill the line position of supervisor of Chapter committee chairmen with respect to:

- Surveillance of committee activities and performance.
- Compliance with the Chapter President's performance requirements and instructions.
- Coordination of intra-committee activities.

Provide staff assistance to the Chapter President as requested by:

- Preparing an informal monthly "Summary of Committee Activities" to briefly but clearly summarize the accomplishments of each committee with respect to the planned goals and provide appropriate recommendations to the Chapter President.
- Participate with the Chapter President in preparation of the Chapter Long Range Plan, Annual Operating Plan and Annual Budget.
- Assisting the Chapter Secretary, as appropriate, in the gathering of data and preparations of Chapter reports to the NCMA Office and for the Chapter newsletter.
- Acts as the Chapter Awards Chair person for the Chapter.

- Work closely with the Chapter Officers to insure that the Chapter President is thoroughly briefed on all the issues confronting the Chapter.
- Perform such other functions as may be assigned by the Chapter President.
- Support national outreach plans to obtain members in various organizations and areas of interest.
- Make presentations, using the national VIP Briefing Binder, to organizations with several member prospects.

### **PERFORMANCE SCHEDULE**

On or before July 15, submit to the President an Annual Operating Plan and Annual Budget request for the program year. The Plan should include (as a minimum) a description of the President-Elect's goals and the method of attaining those goals.

No less than five days before each Board of Directors Meeting and also prior to the Chapter general membership meeting, obtain a status report of activities from each committee chairman, by phone if necessary.

No less than two days before each regular Chapter general meeting, provide the "Summary of Committee Activities" report to the Chapter President.

At the June (year ending) Chapter Board of Directors meeting, submit a formal report relative to the affairs of this office.

On or before July 1, deliver to the incoming Chapter President-Elect all books, records, data, reports, and any other Association property for which the Chapter President-Elect is responsible and accountable.

## **CHAPTER SECRETARY (VICE PRESIDENT)** **ROLES & RESPONSIBILITIES**

### **POSITION DESCRIPTION**

#### **CHAPTER SECRETARY**

The Chapter Secretary is elected by the members of the Chapter in accordance with the National By-Laws and Chapter By-Laws and is responsible and accountable to the Chapter President, and the Chapter Board of Directors.

#### **AUTHORITY**

The Chapter Secretary follows the Chapter Vice President Operations in the line of Chapter authority. The Chapter Vice President Secretary is empowered and authorized to effectively manage and maintain accurate records of the Chapter. In the absence or incapacity of the Chapter President, President-Elect and Vice President Programs, the Chapter Secretary shall automatically assume the authority, duties, and responsibilities of the Chapter President.

At the discretion of the Chapter President, a Chapter Secretarial Committee may be established to assist the Chapter Secretary in his/her responsibilities.

#### **DUTIES AND RESPONSIBILITIES**

Subject to the Chapter By-Laws, the specific duties and responsibilities of the Chapter Secretary, individually and as the Chairperson of the Chapter Secretarial Committee, if established, are as follows:

Serve as a member of the Chapter Board of Directors.

Develop, in cooperation with the Chapter Officers, expense forecasts.

Take minutes at monthly Board of Directors Meetings (recruit someone to substitute in your absence).

Take copies of minutes from last meeting to all Board meetings for approval.

Finalize minutes & update Action Items.

Take copies of Agenda to Board meetings.

Prepare Board Meeting Attendance List for each meeting.

Create & distribute program year calendar including:

- Board Meetings (including planning meetings)
- Educational Seminars
- Workshop/Dinner meetings
- Newsletter article due dates
- Award nomination due dates
- Graalman due dates
- Plans/reports due to National (Annual Financial Report, Annual Chapter Operating Plan, Membership Plan, etc)
- Coordinate with Board members for award due dates
- World Congress, Conferences, etc.
- Any other notable events

Keep roster current throughout the year. After the April elections of new Board of Directors, send the updated roster to National (in their format) prior to May 1<sup>st</sup>.

Keep Workshop/Dinner Speakers & Topics chart updated.

Order Board certificates, & nametags as needed.

During the month of May, schedule a transition meeting for the outgoing and incoming Secretary Position to arrange an effective transfer of responsibilities.

At the June (year ending) meeting of the Board of Directors, submit a summary report of the affairs of the Secretary Position.

On or before July 1<sup>st</sup>, the Secretary Position will deliver to the successor in office all books, records, data, reports, and any other Association Property for which the Chairperson is responsible.

## **CHAPTER TREASURER (VICE PRESIDENT)** **ROLES & RESPONSIBILITIES**

### **POSITION DESCRIPTION**

#### **CHAPTER TREASURER**

The Chapter Treasurer is elected by the members of the Chapter in accordance with the National By-Laws and Chapter By-Laws and is responsible and accountable to the Chapter President, and the Chapter Board of Directors, where applicable, for Chapter financial activities.

#### **AUTHORITY**

The Chapter Treasurer follows the Chapter Secretary in the line of Chapter authority. The Chapter Treasurer is empowered and authorized to effectively manage and maintain accurate records of the Chapter's finances. In the absence or incapacity of the Chapter President, President-Elect and Secretary, the Chapter Treasurer shall automatically assume the authority, duties, and responsibilities of the Chapter President.

At the discretion of the Chapter President, a Chapter Finance Committee may be established to assist the Treasurer in his/her responsibilities. The Chapter Treasurer would be the Chairman of the Finance Committee and would appoint members.

#### **DUTIES AND RESPONSIBILITIES**

Subject to the Chapter By-Laws, the specific duties and responsibilities of the Chapter Treasurer, individually and as the Chairperson of the Chapter Finance Committee, if established, are as follows:

Serve as a member of the Chapter Board of Directors.

Develop, in cooperation with the Chapter Officers, annual income and expense forecasts for budget planning and forecasting. Provide assistance and guidance to all Chapter Officers and committees in developing annual budget requirements. With the Chapter President, prepare the Chapter Annual Budget for approval by the Chapter Executive Assembly.

Ensure that income producing projects are in concert with the National By-Laws, Mission Statement and Local, State, and Federal statutes.

Participate with the Chapter President in preparation of the Chapter Long Range Plan and Annual Operating Plan.

Exercise signatory authority for banking purposes.

Receive all Chapter income and deposit of it to the credit of the Chapter in a bank or financial institution approved by the Chapter Board of Directors.

Pay all accounts payable in a timely manner.

Maintain custody and handle any Chapter petty cash fund(s) authorized by the Board of Directors. Collect and disburse money for meals and other charges at all Chapter functions, programs, etc., and for the payment of expenses authorized in connection with such functions. Ensure that collections and payments are reflected in formal reports of receipts and expenditures.

Maintain the official Chapter financial records and prepare monthly or other periodic financial reports in accordance with the guidance from the National Office.

Maintain oversight of all Chapter income, expenditures and commitments and provide recommendations for changes where needed.

Support the performance of an annual independent audit of Chapter financial records by providing all appropriate information.

Have all financial books and records available at all times for inspection by the Chapter President, Executive Assembly, or an authorized National Officer.

Refer to the Finance Functional Manual for more detailed guidance.

## **PERFORMANCE SCHEDULE**

Within 10 days of the Chapter's Strategic Planning meeting, or as directed by the Chapter President, submit to the Board of Directors an Annual Budget for the program year. Additionally, as directed by the Chapter President, the Treasurer will submit an Annual Operating Plan, which includes, (as a minimum) a description of the Treasurer's goals and the method of attaining those goals.

On or before each regular meeting of the Board of Directors, the Treasurer will prepare and distribute a formal, signed report of all Chapter financial transactions for the preceding month to the Chapter Board of Directors for approval with appropriate copies to committee chairpersons.

Sixty days prior to the conclusion of the Chapter's program year, the Treasurer will solicit the services of an independent auditor (who may be a Chapter member or team of members) to audit the Chapter's financial books and records. The Independent Auditor must be approved by the Chapter President.

On or before the 10 working day following the close of the Chapter's program year, the Treasurer will prepare and distribute a signed (unaudited) report of the financial condition of the Chapter as of the close of the program year and accomplish the necessary changeover of banking signatory authorities, delivering to the incoming Chapter Treasurer all money, books, records, data, reports, and any other Association property for which the Chapter Treasurer is responsible and accountable.

The outgoing Chapter Treasurer should submit the Chapter's annual financial report to the NCMA Office to arrive not later than July 20.

On or before August 10th, the outgoing Chapter Treasurer should submit a signed copy of the annual independent audit to the Executive Assembly with a copy to the outgoing National Vice President (South Western Region), at the Chapter President's discretion.