

## **Suggested Roles and Responsibilities of Chapter Officers**

The following are suggested job descriptions for elected and appointed chapter officers. Each Section or student chapter may tailor these to fit their individual needs.

### **PRESIDENT**

The President is the chief elected officer of the chapter, presiding at all meetings, and serves as an ex-officio member of all committees. The President conducts all business meetings by using the parliamentary authority chosen by the chapter; Robert's Rules of Order serves as the parliamentary authority for the Association.

As the chapter's chief elected officer, the President holds responsibility for all chapter business. He/she ensures that decisions, orders, and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are submitted to the chapter's sponsoring section.

He/she shall:

- Appoint/have elected the following officers and standing and temporary chairs:
  1. President-Elect\* (optional)
  2. Vice President(s)\*
  3. Secretary\*
  4. Treasurer\*
  5. Membership Chair
  6. Education/Professional Advancement Chair
  7. Program Development Chair
  8. Public Affairs/Awards Chair
  9. Communications Chair
  10. Social Committee Chair
- \*Designates officers elected by the membership
- Notify the AWWA section of all new officers within two weeks of their election and all new committee chairs within two weeks of their appointment
- Call special meetings as needed
- Conduct the business of the chapter by consulting with the faculty advisor
- Make a special study of the chapter's bylaws. See that the bylaws are properly applied and enforced.
- Understand and know about all of the business conducted by the chapter
- Ensure that Chapter Accord requirements are completed (Chapter Leadership Form, Annual Chapter Activity Report, Budget Information, etc.) and have been filed with the section
- Serve as an ex-officio member of all committees
- Prepare the agenda for all regular meetings and the Annual Meeting
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term.

### **PRESIDENT-ELECT/VICE PRESIDENT(S)**

The President-Elect has authority as, and assumes the full duties of, the President in case of the President's absence. If there is no President-Elect, the first vice president assumes this authority. If there is a President-Elect, he/she automatically assumes the presidency in the following year— chapters elect a President-Elect, but do not elect a President (after the Charter President), because the President-Elect succeeds the office.

He/she shall:

- Become acquainted with all the duties of the President and other officers
- Become acquainted with the chapter's bylaws and operating procedures
- Chair at least one Board Committee
- Become familiar with the duties of all committees

- Act as liaison with the committees, Board of Directors, and AWWA International Headquarters, as needed by the President
- Perform duties as assigned by the President
- Turn over to the successor all chapter records and/or property immediately, when completing the term resigning before the end of the term

### **SECRETARY**

He/she shall:

- Prepare and distribute accurate minutes of all chapter and Board of Directors meetings. The secretary also records minutes from committee and member meetings, if directed by the Board of Directors.
- Prepare correspondence, at the direction of the President and/or Board of Directors
- Maintain chapter correspondence and program files. A permanent file shall be maintained to house founding documents, as well as updated copies of Bylaws, Chapter Affiliation Agreement, etc. The secretary provides copies of the latest versions of these documents to all officers.
- Other duties, as assigned by the President and/or Board of Directors
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

### **TREASURER**

He/she shall:

- Serve as the fiscal officer for the chapter and is responsible for all funds, as outlined in the Chapter Bylaws
- Maintain all financial records, collect debts, and make payments, as authorized by the Board of Directors
- Provide the President with financial information needed from chapter records for the annual report
- Maintain the chapter's financial recording system and recommend improvements as necessary
- Deposit the monthly chapter reimbursement check from AWWA International headquarters, and all other chapter receipts, in a timely manner
- Assist in preparation of the annual budget and monitor chapter expenditures
- Record checks and invoices from AWWA International Headquarters in a timely manner
- Prepare financial statements
- Provide information to the Audit Committee appointed by the President
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

### **MEMBERSHIP CHAIR**

He/she shall:

- Report to the Chapter President, Board of Directors, and membership at regular intervals
- Prepare and execute a membership recruitment plan
- Prepare and execute a membership retention plan
- Promote cultural diversity in membership
- Act as liaison between the Chapter President and the AWWA section on membership matters
- Follow up on any membership-related correspondence received from AWWA or the section
- Keep the membership roster continuously up to date and provide AWWA with any address corrections or discrepancies
- Develop a program to welcome new members and encourage their participation in chapter activities
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

### **PROFESSIONAL ADVANCEMENT/EDUCATION CHAIR**

He/she shall:

- Report to the Chapter President, Board of Directors, and membership at regular intervals
- Prepare and execute a plan for monthly chapter educational programs

- Provide cultural diversity in programs to serve members of all types
- Recruit members for the Education/Program Committee
- Encourage involvement of members in chapter programming
- Develop programs that respond to the educational needs of chapter members
- Maintain program records, including description, attendance, evaluation, and revenue
- Work with the Communication Chair and Newsletter Editor to publicize programs
- Turn over to the successor all chapter records and/or property immediately when completing the term or resigning before the end of the term.

#### **COMMUNICATIONS/PUBLIC AFFAIRS CHAIR**

He/she shall:

- Coordinate the preparation of all printed materials to ensure the consistent use of the AWWA and the chapter's logo, chapter name, presentation of chapter mission and goals, etc. (See "AWWA Logo Usage Guide," Version 1.1, available on the AWWA web site in the Member Gateway under Chapter Resources)
- Prepare a regular newsletter (unless chapter has a Newsletter Editor) and other communications to all chapter members and prospects
- Prepare annual directory of all chapter members
- Develop a list of local and campus media representatives
- Build relationships with members of the media
- Write and distribute press releases on a regular basis
- Turn over to the successor all chapter records and/or property immediately, when completing the term or resigning before the end of the term

#### **SOCIAL COMMITTEE CHAIR**

He/she shall:

- Plan a "mixer" at the beginning of each semester so that student members can get to know each other
- Plan a "stress reducer" at the end of each semester. If the chair chooses to include a program, it should highlight all the work accomplished during the semester so that student members can celebrate reaching chapter goals.