

## **Duties of GTAC-ASTD Officers**

**The President** shall be the chief elected officer and primary spokesperson for the Chapter including:

- presiding at all meetings of the Chapter and the Board of Directors;
- making such appointments as specified by the Constitution and Bylaws, and shall serve ex-officio on all committees; and
- appointing all committee chairpersons for the term of office, with the approval of the Board of Directors.

**The President-Elect/Secretary** shall perform the duties of the President in the event of the President's absence or inability to serve including:

- succeeding to the office of President in the year following his/her election as President-Elect/Secretary;
- serving as Secretary of the Chapter, which includes the responsibilities of giving notice of all Board meetings, recording and distributing the minutes of Board meetings, and authenticating votes and proxies;
- conducting an annual survey of members and reporting the results;
- involving members in support of chapter activities and services – such as: members and chairpersons of standing and ad hoc committees, hospitality greeters at Chapter functions, volunteers for community-service programs, writers and photographers for Chapter publications, etc.; and
- coordinating the Chapter Awards program.

The **Vice President for Finance** shall be responsible for the finances of the Chapter including:

- coordinating the development of the annual budget;
- maintaining Chapter financial records;
- collecting money owed to the Chapter;
- paying bills owed by the Chapter; and
- investing surplus funds.
- reporting on the financial condition of the Chapter at Board meetings and at other times when called upon by the President or as indicated in these Bylaws.
- submitting all financial records of the Chapter for audit on an annual basis (as specified in Article VI, Section 4 of these Bylaws).

The **Vice President for Membership Services** shall be responsible for maintaining the membership records of the Chapter, including:

- preparing regular reports on membership status;
- receiving correspondence to the Chapter, and distribute it, as appropriate; and
- distributing Chapter notices and documents to the membership and others.

The **Vice President for Professional Development** shall be responsible for Chapter activities that promote the professional development of the members including:

- developing and implementing regular Chapter meetings and programs;
- facilitating networking within the Chapter;
- developing a mentoring program for matching new members with experienced members; and
- coordinating regular Chapter Orientation programs for new members (and others).

The **Vice President for Marketing** shall be responsible for promoting awareness of and involvement in Chapter activities and services, both within the membership and the greater Toledo and Lima areas including:

- Chapter publications (print and electronic);
- the Internet presence of the Chapter;
- fundraising and sponsorships for Chapter events, products, and services; and
- coordinating membership recruitment activities.

The **Vice President for Special Projects** shall be responsible for special Chapter activities including:

- planning and conducting fundraising events;
- planning and conducting special programs or events (including community-service projects); and
- conducting outreach programs that coordinate Chapter activities and services with other professional non-profit or service organizations.

The **Vice President for the Lima Satellite Chapter** shall be responsible for the overall operation of the Satellite Chapter in close coordination with the Greater Toledo Area Chapter including:

- professional development services;
- marketing services;
- member involvement services;
- special projects; and
- financial and other reporting to the Greater Toledo Area Chapter.