OFFICER DUTIES

Chapter President
Job Description: Promotes and supports the objectives of the SMTA at the Chapter level. Provides leadership to the other officers and members. Develops the overall plan for chapter growth. Presides at all meetings of the Chapter, arranges for the holding of Chapter meetings, including the annual business meeting at which the election results will be announced. Draws up and submits an annual report to the Director of Chapter Relations outlining the activities of the Chapter for the preceding year, and to oversee various other tasks as may be required of President of an organization. Has power to appoint all necessary standing and special committees and to delegate such of his duties as he may see fit to other individuals. Attends the Annual and General Meeting of the Association, the Chapter Leadership FORUM, as well as Chapter Officer Meetings, when possible, or sends another officer to represent the Chapter. Approximately 8 hours per month.

Chapter Vice President
Job Description: Is responsible for technical program planning or to oversee the formation of a program committee. VP is responsible for securing and following through with all speaker arrangements. Follows through on additional specific assignments suggested by the President. Performs all the duties of the President in the event of the President's absence, illness, resignation, or incapacity. Approximately 4 hours per month.

Chapter Secretary
Job Description: Maintains a roster of all members of the Chapter. Keeps minutes of the meetings of the Chapter Leadership Team and works with the Webmaster on meeting announcements and communications. Performs the duties of the President in the event of the absence, illness, resignation, or incapacity of both the President and the Vice President. Approximately 3 hours per month.

Chapter Treasurer
Job Description: Receives all monies paid into the Chapter and pays out funds as are authorized by the officers. Submits quarterly financial reports to Headquarters. Performs the duties of the President in the event of the absence, illness, resignation, or incapacity of the three other officers. Approximately 2 hours per month.

Other headquarters authorized (but not required) officer positions (can be elected or appointed):

Vice President Membership: Responsible for tracking SMTA members of the chapter, recruiting new members and keeping all colleagues informed of the member classifications and benefits of SMTA membership. The VP Membership is encouraged to recruit a volunteer Membership Committee to assist in this role. The VP Membership should work closely with SMTAHQ in keeping an up-to-date electronic membership mailing list for the chapter which is held at HQ. Upon receipt of the monthly Membership Report the VP Membership and the Committee should call all the new members, welcoming them and inviting them to the next meeting and to call all the members who have memberships about to expire. The VP Membership is responsible for welcoming, introducing and engaging new members in the chapter. The VP Membership and Committee are responsible for setting up a “Membership Table” at each Chapter event. (NOTE: some of this information overlaps non-elected chapter positions and committees. If the chapter so chooses a VP Membership his roles and responsibilities would include those of the Membership Chair and Committee). The number of hours required monthly would be approximately 1-2 hours monthly.
**Vice President Technical Programs:** Responsible for recruiting a Technical Program Committee to oversee the technical programs planned by the chapter. The VP Technical Programs and Technical Programs Committee works with other volunteers to determine the technical needs of colleagues in the area. The VP Tech Programs is responsible for making direct contact with speakers concerning availability, presentations, travel, reimbursement, gift etc. Introduction at the event should be made by the VP Technical Programs or a member of the Technical Program Committee. Securing a biography of the speaker should be done prior to the meeting so a proper introduction is prepared. Technical programs should be planned well in advance and the information provided to the Webmaster or Chapter Secretary to include in the Chapter Calendar. Approximate number of hours monthly for this position would be approximately 1-2 hours monthly.

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**Non-Elected Chapter Positions**

**WEBMASTER:**
The Webmaster shall be responsible for updating the chapter news and information on www.smta.org. Webmaster, along with Chapter Secretary to oversee electronic meeting announcements and be informed of any changes or additions to the chapter pages of the SMTA website. Time this task typically will require, 30 minutes per month.

**MEMBERSHIP CHAIR:**
The membership chair shall be responsible for developing a tabletop display of SMTA information and benefits for use at meetings and chapter supported events. The Chair will maintain (via Headquarters) overall membership statistics for the chapter on a monthly basis. Membership Chair shall be responsible for developing a method for introducing and welcoming new members. Membership Chair is responsible for keeping track of members about to lapse. Member Committee to be formed by the Chair to communicate to all members regarding - new membership, about to lapse membership, surveying member values and explaining benefits. Approximately 1-2 hours per month.

**PUBLICITY CHAIR:**
The Publicity Chair is appointed by the President to work with the Secretary, Webmaster and Newsletter Editor/Committee to develop a plan to market chapter events, membership, and involvement in the local chapter. Approximately 1 hour per month.

**NEWSLETTER EDITOR:**
The Newsletter Editor is appointed by the President to edit the chapter newsletter with the assistance of the officers and committees of the Chapter. The Newsletter Editor can form a Committee to assist and support in the publishing of the newsletter. Approximately 2-3 hours per month.
Committees

Membership Committee - Work with the Membership Chair or Vice President Membership to develop program to recruit, retain, recognize, and involve colleagues in your chapter.

Officer Nominating Committee - This committee is responsible for helping to build succession of leadership. It is a short term commitment with officer slates due October 31 of each year.

Newsletter Committee - Not all chapters have newsletters. If there is a volunteer who enjoys writing and putting a newsletter together chapter members benefit. Newsletters can be sent electronically to all chapter colleagues using the SMTA database.

Advertising Committee - If your chapter has a newsletter. Ads can be sold to generate extra funds.

Technical Program Committee - This committee works with the VP or VP Tech Programs to develop strong technical programs for the chapter.

Arrangements and Meeting Facility Committee - Committee secures meeting facilities, facility tours, and makes necessary meeting arrangements.

Student Membership Liaison Committee - Committee is the liaison between student members or universities in the area to develop a relationship with the chapter.

Special Projects Committee - Committee would be responsible for something “special” that your chapter undertakes. It may be a community or an industry project.

Welcome Committee - Committee welcomes attendees to meetings and events. Insures that new members are recognized and that all attendees feel a part of the event.