

The chair, vice chair, secretary, treasurer, past-chair, and directors comprise the local section's Executive Committee. The Executive Committee is charged with:

- Leading and managing the affairs of the local section;
- Functioning as a clearinghouse for new business by reviewing proposals or local section issues prior to being presented at a full meeting;
- Setting clear-cut policies in such areas as authorizing expenditures, programming, membership, and any other matters relating to general local section business.
- Ensuring a successful transition of new officers from year to year including sharing of documents, resources and knowledge necessary for each position.
- Being main point of contact for AIChE Headquarters.

Chair

The local section chair is responsible for the overall direction of the local section's activities. The chair should provide leadership for the local section officers and committee chairs and delegate responsibilities and authority as much as possible to committees such as Membership, Young Professionals, Communications, Awards, etc. The chair is expected to have signature authority for the section bank account, in addition to the Treasurer.

Specific duties of the Chair include:

- Calling and conducting local section meetings
- Preparing local section meeting agendas
- Motivating and encouraging other officers to support and organize activities
- Maintaining frequent communication between the Local Section and AIChE
- Submitting a Local Section Annual Report to AIChE
- Appointing volunteers to the Local Section leadership
- Reviewing the section's financial condition with the treasurer
- Ensuring adequate communication with local members (e.g., newsletter, website)
- Ensuring that someone is responsible for programming with adequate input from the Executive Committee
- Planning and implementing local section programs and services
- Working with the Vice Chair to help set goals for the following year
- Recognizing new members and rewarding local section volunteers
- Transition to the role of Past Chair after Chair term is complete.

Suggested term: 1 year

Vice Chair

The Vice Chair (or Chair-Elect) should be a back up to the Chair. The person who fills this position often serves as the Program Chair (if one is not otherwise assigned) and has the responsibility for planning local section meetings and activities. The Vice Chair should assist the Chair in key leadership duties, lead meetings, host speakers, and fill in for the Chair as needed.

Specific duties of the Vice Chair include:

- Leading meetings and fill in for the Chair as needed
- Assisting Chair in key leadership duties
- Acting as Program Chair if one is not assigned
- Designing goals and agenda for the following year with assistance from other officers
- Executing special projects as deemed necessary by the Chair
- Orienting the new Vice Chair when a successor is elected
- Transition to the role of Chair after Vice Chair term is complete.

Suggested term: Same as Chair

Secretary

Specific duties of the Secretary include:

- Distributing meeting notices
- Keeping the Executive Committee and section meeting notes
- Recording discussions, motions, and votes
- Distributing copies of minutes to the Executive Committee for review and approval, and issue meeting minutes before the next meeting
- Following up on action items from previous meetings
- Maintaining section files, including membership lists
- Maintaining tax-exempt, legal, and incorporation documents
- Communicating with AIChE on section business, including notification of officer information changes as they occur
- Maintain familiarity with the AIChE Constitution and Bylaws, as well as the Section Bylaws
- Orienting the new Secretary and turning over all records when a successor is elected

Suggested term: 1 year

Treasurer

The Treasurer handles local section finances and accounting. Specific duties of the Treasurer include:

- Preparing an annual budget
- Maintaining accurate financial records of income and expenses, including supporting documentation
- Reporting on the section's financial status at monthly meetings or when requested by the Executive Committee
- Managing section bank account and authorized signatories

- Maintaining section financial policies up-to-date
- Filing tax return to the IRS on behalf of the Local Section before May 15 each year
- Preparing and submitting an annual financial report to AIChE before May 31 each year
- Orienting the new Treasurer and turning over all financial records when a successor is elected
- Communicating with AIChE Headquarters any change of bank account information, to ensure ACH direct deposit dues payments can be processed.

Suggested term: 1 year

Directors

Specific duties of Directors include:

- Providing input about section activities and organizational practices
- Chairing specific Local Section committees as needed
- Auditing the Local Section's annual financial report
- Executing special projects as deemed important to the Local Section

Suggested term: 1-3 years