

# Eastern NC Section 078

## Chapter Officer Roles and Responsibilities

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2012

### All Officers

- Provide a welcoming atmosphere for newcomers
- Participate in planning social programming and outings for Local Section

### Chair (John L)

- Conducts Local Section meetings
- Motivates and encourages other officers to support and organize activities
- **Insures and facilitates communication between the Local Section and AIChE**
- Works with the Vice-Chair to help set goals and agenda for the following year

### Vice-Chair (Tom R)

- As needed, leads meetings and fills in for or assists the Chair
- Assists Chair in other key leadership duties
- Develops goals and agenda for the following program year with assistance from other officers
- At the term's end, orients the new Vice-Chair

### Secretary (open)

- Submits a Local Section Annual Report to AIChE
- Keeps the Executive Committee meeting minutes. Accurately records discussions, motions and votes, decisions and action items.
- Distributes copies to the Executive Committee and has them approved, either as issued or amended, before the next meeting as necessary.
- **Keeps section meeting minutes, distributing them to section members and posting on section's website to promote interest in future attendance.**
- Responsible for logging attendance of members at section meetings, insuring meeting sign-in and collection of food/admin. costs.
- Maintains historical meeting member attendance logs, including annual tracking and trending KPI's.
- Distributes PDH forms to membership PE's and collects for chapter files and potential audit.
- Be familiar with the AIChE Constitution and Bylaws, as well as the section by laws
- Implements membership surveys with the objective of measuring and improving results in meeting the needs and desires of the membership.
- **Responsible for (meeting specific) member survey during each section meeting. Distributes scanned copy to executive committee with summary and recommendation of improvements.**
- Corresponds with AIChE on section business, including officer information changes, as they occur

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- At the term's end, orients the new secretary, turning over all records and section materials

### Treasurer (Kevin P)

- Maintains tax exempt, legal and incorporation documents
- Prepares an annual budget
- Prepares an end of year financial summary, submit it to AIChE with the Local Section annual report
- Has signature authority for the bank account
- Reports on requests to the Executive Committee including status of bank balances, dues collections, expenses relating to special projects, and any abnormal drain on funds
- Works with AIChE to arrange Local Section dues accounting and remittance
- Maintains copies and records of all transactions
- Updates signature card for Local Section bank account
- At the term's end, orients the new Treasurer, turning over all financial records and necessary account authorizations
- Prepares and submits Federal and State income tax returns.
- Maintains financial accounts, including timely deposits, check writing, and monthly reconciliations.

### WebMaster (Paul W. and Adam H.)

- Creates a Local Section webpage Google pages and LinkedIn, with a focus of information on how to get involved, calendar and scheduling for the Local Section, continuing education and job opportunities and leadership recruitment
- Maintains Local Section webpage in a timely matter, updating officer information, upcoming events and other calendar information as applicable
- Updates AIChE on any changes to the Local Section website address or information
- Posts or facilitates posting of employment opportunities for the membership.
- Posts section meeting announcements

### Student Chapter Representative (Adam H)

- Maintains ongoing relationship with local Student Chapter Advisors
- Establishes communication with local Student Chapter President(s) each academic year
- Communicates student needs to Local Section officers
- Helps organize Ambassador/speaker visits for Student Chapter(s)
- Invites Student Chapters to attend Local Section meetings, with discounted dinner costs

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- Plans Local Section meeting on Student Chapter university campus to encourage student attendance
- Provides ongoing Local Section event updates to students and Student Chapters

### Membership Chair (Russ O)

- Maintains member information, both from AIChE as well as by Local Section participation.
- Works with the Programming Chair to create and distribute communications for upcoming events
- Provides information to recruit new members through Local Section website, responding to all inquiries
- Interfaces between the NCSU engineering community and the Chapter. Invites cross participation and collaboration
- Advocates for incentives to increase member participation in meetings
- Interfaces with other professional organizations to invite cross participation.
- Serves as a resource of knowledge of the benefits of membership in AIChE

### Historian / Archivist (Russ O)

- Organizes a copy of all meeting minutes, flyers, newsletter and speaker handouts that are produced during the year
- Preserves and organizes all files and documents from past years

### Past-Chair (Chris A)

- Provides advice to officers offering insights and comments about section activities
- Assists in the officer nominating process

### National Liaison / CIO (Phil W)

- Communicates on a regular basis with AIChE for membership updates
- Promotes national conference attendance to Local Section members
- Promotes benefits offered from AIChE to Local Section members, including webinars and CareerEngineer

### Program Chair (Tim W)

- In conjunction with Local Section officers, outline the programming schedule for the year
- Arranges dynamic speakers for interesting and informative topics at meetings
- Arranges food for all meetings
- Coordinates start of year/end of year event
- Replies to online inquiries about upcoming events

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- Communicates with facilities in the area to see which would be amenable to providing a tour to Local Section members
- Organizes marketing and logistics of facility tour, including inclusion on the Local Section calendar, sign-ups and if necessary, transportation
- Coordinates any meal arrangements with facility tour
- Sends thank-you letter after tour to facility organizer