



Duties of the CHCI Alumni Association Regional Chapter Board Officers

****All officers must be alumni who reside in the chapter region and be able to serve their full two-year term of their board service.****

The **President** is charged with:

- Presiding over all chapter meetings.
- Exercising general supervision over regular chapter activities.
- Leading together with officers on chapter board.
- Delegating responsibilities.
- Acting in the best interests of the chapter at all times.
- Reporting back to the CHCI-AA on relevant discussions and decisions made at the chapter board meetings.
- Serving as the principal liaison between the chapter, CHCI AA leadership and CHCI.
- Reporting back to CHCI-AA, on a timely basis, the decisions and discussions with CHCI staff.
- Coordinating fundraising efforts with the Vice President.
- Securing approval from CHCI-AA leadership on chapter work plans.

The **Vice President** is charged with:

- Taking over duties of the Chapter President in the absence of the President.
- Attending all regular and special chapter meetings.
- Coordinating fundraising efforts with the President.
- Coordinating the chapter elections.
- Coordinating a brief, quarterly e-communication with the other officers to keep CHCI-AA chapter membership updated and informed on regional events, activities and strategic direction.
- Updating social media outlets

The **Secretary/Treasurer** is charged with:

- Coordinating the scheduling and announcement of chapter activities in a timely manner.
- Attending all regular and special chapter meetings.
- Recording the minutes of all meetings. Minutes must be filed and posted no later than two weeks after each meeting.
- Maintaining an attendance log of all meetings.
- Presenting minutes of the previous meeting at chapter board meetings.
- Soliciting input from board officers to compile meeting agendas and disseminating them prior to meetings.
- Making conference call arrangements, as needed, for each meeting.

- Collecting donations and maintaining records of contributing members and contributions.
- Managing all financial activities of chapter with CHCI Alumni Relations Manager.

The **Programs Coordinator** is charged with:

- Coordinating events and activities to enhance alumni relationships in the chapter region, including Junior Alumni (R2L NextGen).
- Raising awareness of the chapter with other professional networks and like-minded organizations.
- Establishing partnerships where appropriate and needed.
- Keeping the chapter connected with the local community and its leadership, including any CHCI stakeholders, ambassadors (current and former CHCI board and advisory council members) or area sister organizations.
- Attending all regular and special chapter meetings.
- Organizing and managing mentoring opportunities and events with current leadership program participants,, and Junior Alumni.