

Officer Position Definition and Responsibilities

President:

- Presides over meetings of the chapter including setting an agenda for each meeting. (The board should assist in finalizing the agenda.)
- She also oversees other officer positions, assisting when necessary.
- Attends as many district, state and area meetings as possible.
- She may also assist in the completion of Success each trimester and submit a year-end and/or mid-year evaluation.

Programming Vice President (PVP): (May be divided into Internal and External Vice President positions.)

- Encourages local program managers (LPM).
- Helps orientate the LPMs
- Reminds LPMs of report deadlines
- Helps recruit members to take programming positions
- Assists in reporting in the areas that do not have an LPM.

Membership Vice President (MVP):

- Assists the chapter with membership responsibilities. Including:
 - renewals
 - membership nights
 - orientation of new members
 - Installation of new members/renewal ceremonies, etc.

State Delegate:

- The official liaison between the chapter and the district and the state organization.
- Should attend as many district and state meetings as possible.
- May be responsible to RSVP for district, state and area meetings
- Report to the chapter about the highlights of convention and other meetings after attending.
- May also submit a year-end and/or mid-year evaluation.

Secretary:

- Keeps the official minutes of each meeting.
- May also serve as the official contact with the PALS chapter.
- May coordinate chapter newsletter.

Treasurer:

- Keeps track of the chapter finances.
- Manages the checkbook and reports the financial status of the chapter at each meeting.

Parliamentarian:

- Reads the orders of the day at each meeting.
- Establishes a quorum at the meeting.
- Assists in the voting process.
- May be chair of the Bylaw/Policy Review Committee

These officers along with the past president and any other board members that are stated in your chapter Bylaws/Policies, will make up your chapter board. The chapter board may meet each month prior to the general membership meeting to discuss the agenda for the upcoming membership meeting.

*Note these definitions are only a guide. Your chapter Bylaws/Policies will more clearly define the roles of each officer.