

## **Chapter Officer Roles**

As Amended September 9, 2003

### **President**

The President will preside at all the meetings of the Chapter and will represent the interests of the Chapter members. The President will provide direction to other Chapter officers.

Chapter responsibilities: The President is responsible for overall communication with chapter members, contacting new members; coordinating two (2) Chapter events (with assistance from other officers and/or chapter members); representing the Society at regional events; appointing or electing State Stewards or sub-chapter representatives (optional); submitting quarterly Chapter updates for the Society newsletter; and organizing quarterly conference calls with Chapter officers and inviting the national President and Vice President.

Society responsibilities: The President is responsible at the National Society level for attending national Society events; serving on the scholarship committee; participating in conference calls with the Board; attending Board meetings (or finding a replacement) and providing a written report of Chapter activities to the Board at its annual meeting.

### **Vice President**

Chapter responsibilities: The Vice President will be responsible for contacting chapter members with expiring memberships and encourage them to renew. If not accomplished through other avenues, the Vice President, with assistance from fellow officers, will write chapter news and activities updates for chapter members twice during a calendar year. The Vice President will promote chapter/regional issues for inclusion in the biennial symposium and for other purposes; actively pursue articles of interest and coordinate with the Program Director when the Chapter is the focus of the newsletter. The Vice President will organize Chapter elections or a process for selection of officers. The Vice President will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Vice President will serve as a member of one national committee or will recruit a chapter member to do so.

### **Secretary**

Chapter responsibilities: The Secretary will be responsible for maintaining current membership lists, (including email and phone numbers) and adding new members to the list. The Secretary will record and compile minutes from officer and chapter meetings and conduct timely mailing of minutes to the chapter membership. As requested by chapter officers, the secretary will also conduct mailings of chapter news, activity updates, etc. The Secretary will assist the Vice President in actively pursuing articles of interest and coordinating with the Program Director when the Chapter is the focus of the newsletter. The Secretary will track any chapter displays and events for the Society's national display and keep records of events the Chapter is involved in. The Secretary will manage seasonal training opportunities or job shares within the chapter and notify chapter members of these opportunities. The Secretary will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Secretary will serve on the national RMS Membership Committee or will recruit a chapter member to do so. The Secretary will forward articles and documents of special interest to the National Secretary for incorporation into the Society's historical records.

### **Treasurer**

Chapter responsibilities: The Treasurer is responsible for maintaining accounts and paying any of the Chapters bills. The treasurer will keep records documenting the approval or rejection of fund expenditures, and acceptance or rejection of funds due to or donated to the chapter. (See Article VI) Upon adoption of a Chapter budget the treasurer will manage that budget. The Treasurer will help to seek funding sources and manage fundraising efforts. At least quarterly, the Treasurer will submit for Chapter Board review and approval, a listing of payments, disbursements and transfers of funds and will provide an annual financial report to the Chapter membership through the December issue of the Society's newsletter. The Treasurer will assist the President in planning and coordinating chapter activities as requested.

Society responsibilities: The Treasurer will serve on one national committee or will recruit a chapter member to do so.

### **Charter for Chapters**

Every year, each Society Chapter will:

1. Organize two activities (such as a float trip, workshop, or training session).
2. Reach out to new members for the purpose of recruiting and welcoming (including telephone calls, personal contacts, and Chapter President welcome letter to new members).
3. Provide written Chapter updates to the Society newsletter.
4. Provide Society representation at regional meetings of other groups.
5. Send two mailings to Chapter membership (e.g., event invitation, newsletter, activities update, election ballot).
6. Participate in scheduled conference calls with the Board.
7. Encourage regional participation through appointment of State Stewards or sub-regional Vice Presidents.
8. Promote Chapter/regional issues at the biennial Society symposium.
9. Pursue financially self-sufficiency.
10. Develop Chapter bylaws and review and amend as needed.
11. Serve on Society standing committees.
12. Enjoy and celebrate rivers!