



CHAPTERS OF THE SOCIETY

D. CHAPTER

Article I. Chapter Training

Section 1 - Chapter Leadership Conference

1. Each year there shall be at least one (1) Society Chapter Leadership Conference whose purpose is to:
 - a. Provide a forum for the identification and discussion of issues of chapter and/or Society concern.
 - b. Provide training and orientation for chapter leadership.
 - c. Encourage networking opportunities among chapter leadership.
 - d. To develop leaders for the Society who are training in strategic thinking.

E. CHAPTER ORGANIZATION

Article I. Internal Management Procedures

Section 1 - Administration Policies - Applicable to Chapters

1. Each chapter's mission statement is set by the Society.
2. The Chapters' purposes and activities are set by the Society's bylaws.
3. The Chapter's strategic plan and its outline and goals are set by the Society.

Article II. Job Descriptions

Section 1 - Chapter Board Position Responsibilities

1. Chapter President
 - a. Basic functions are to: Serve as chief elected officer, representing the entire membership and best interests of the chapter; Exercise personal leadership in the motivation of other officers, Board members, committee members, and staff; Implement approved strategic plan for the chapter during term of office; Facilitate the chapter board in understanding its role and responsibilities; Act as spokesperson and inspirational leader and takes an important part in monitoring and evaluating chapter performance and effectiveness.
 - b. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Chapter President has the responsibility and authority to accomplish the duties set forth:
 - (i) Ensures that all chapter communications are conducted in accordance with the ASID brand
 - (ii) Presides at and attends all meetings of the chapter board of directors

- (iii) Keeps the chapter board and officers fully informed on the conditions and operations of the chapter
- (iv) Works with the chapter board in seeing that the strategic plan is implemented to further the goals and objectives of the Society and chapter
- (v) Oversees chapter committees and task forces
- (vi) Supports policies and programs adopted by the national and chapter boards of directors
- (vii) Promotes interest and active participation in ASID
- (viii) Presents an annual report at the chapter annual meeting
- (ix) Acts as spokesperson for the chapter to the media, legislative bodies, and related organizations
- (x) In cooperation with the board member with financial oversight responsibility, operates within an annual budget

c. Relationships

- (i) Non-voting member of the chapter board of directors except in case of a tie vote of the board

2. Chapter President-Elect

- a. Basic functions are to: Assume the responsibilities of the Chapter President in his/her absence; Assist the Chapter President in carrying out the functions of that office and perform specific duties delegated by the Chapter President; Facilitate the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.
- b. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the Chapter President Elect has the responsibility and authority to accomplish the duties set forth:
 - (i) Ensures that all chapter communications are conducted in accordance with the ASID brand
 - (ii) Assumes the duties of the Chapter President in his/her absence
 - (iii) Serves as a voting member of the chapter board of directors
 - (iv) Performs duties assigned by the Chapter President.
 - (v) Assists the Chapter President in the performance of his/her duties
 - (vi) Attends the chapter's annual meeting and special meetings as requested by the Chapter President
 - (vii) Chairs the chapter's Strategic Planning Committee
 - (viii) Participates in training necessary for orientation as the chapter's future president
 - (ix) Appoints committees and task forces for the fiscal year of his/her presidency
 - (x) Supports the mission of the Society, the policies and programs of the Society and chapter as adopted by national and chapter boards of directors
 - (xi) Responsible for preparation of the Chapter's annual workplan and budget; its presentation to the chapter board for its review/approval
 - (xii) Ensures that the chapter has an active legislative plan

3. Financial Director

- a. This director is responsible for all chapter funds, in the name of the chapter. He or she is responsible for preparing the chapter's budget, making regular financial reports to the board of directors, rendering an annual financial statement to the chapter membership and maintaining proper financial controls. He or she shall perform all other duties incident to office.

- b. Preparation needed for effective service:
 - (i) Receives financial training provided by ASID headquarters
 - (ii) Receives briefing on chapter systems from previous financial director and chapter administrator
 - c. Planning
 - (i) The finance director serves on the chapter workplan team and works with the president-elect to develop the budget
 - d. Activities
 - (i) Serves as a voting member of the chapter board of directors
 - (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
 - (iii) Ensures that all chapter communications are conducted in accordance with the ASID brand
 - (iv) Receives and deposits all chapter funds in the name of the chapter, in a bank approved by the chapter board of directors. The chapter administrator may carry out this function
 - (v) Makes authorized disbursements by check after proper approval by the president or chapter board of directors
 - (vi) Oversees all of the chapter's checking, savings and investment accounts. Only the board of directors can open and close bank accounts
 - (vii) Serves as signatory on accounts
 - (viii) Is responsible for payment of all documented committee expenditures
 - e. Reporting
 - (i) Provides the chapter board with a monthly written report on the chapter's income and expenses, bank balances and financial well being
 - (ii) Prepares an annual financial statement for the chapter membership
 - (iii) Keeps close communication with other officers, especially the chapter president, as to the financial status of the chapter
 - (iv) Prepares or reviews the quarterly chapter financial report, which is required by the Society's guidelines to be submitted to the Society's HST. This must be received by headquarters before release of the check for the chapter's membership dues allocation. Allocations are paid four times per year, after each quarter
 - (v) Responsible for arranging the preparation and submittal of all tax returns (990, 990T and any state returns). Chapters are required to use a paid tax professional for returns
4. Communications Director
- a. Basic responsibilities are to exercise communications function for the chapter.
 - b. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the communications director has the responsibility and authority to accomplish the duties set forth:
 - (i) Plans and executes communications functions of the chapter
 - (ii) Serves as a voting member of the chapter board of directors
 - (iii) Supports the mission, policies and programs of the Society
 - (iv) Ensures that all chapter communications are conducted in accordance with ASID's brand
 - (v) Orients successor communications director
 - (vi) Works with HST as needed to develop communications and strategies
 - (vii) Works with committee responsible for chapter award or other volunteer recognition programs

5. Professional Development Director
 - a. Basic responsibilities are to exercise professional development function for the chapter.
 - b. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the professional development director has the responsibility and authority to accomplish the duties set forth:
 - (i) Plans and executes the professional development and program functions of the chapter
 - (ii) Serves as a voting member of the chapter board of directors
 - (iii) Supports the mission, policies and programs of the Society and chapter
 - (iv) Ensures that all chapter programs are conducted in response to assessed member/customer information and education needs
 - (v) Ensures that all chapter communications are conducted in accordance with ASID brand
 - (vi) Ensures that all chapter professional development programs are conducted in accordance with ASID's organizational messages and strategic direction.
 - (vii) Orients successor Professional Development Director
6. Membership Director
 - a. Basic responsibilities are to exercise membership function for the chapter.
 - b. Duties, Responsibilities, and Authority: within the limits of the Bylaws and Policies, the membership director has the responsibility and authority to accomplish the duties set forth:
 - (i) Plans and executes the membership development and retention functions of the chapter
 - (ii) Serves as a voting member of the chapter board of directors
 - (iii) Supports the mission, policies and programs of the Society and chapter
 - (iv) Ensures that all chapter communications are conducted in accordance with ASID brand
 - (v) Ensures that all chapter membership initiatives are conducted in accordance with ASID's organizational messages and strategic direction
 - (vi) Ensures that all chapter membership initiatives are directed towards appropriate audiences and member segments
 - (vii) Orients successor Membership Director
7. At-Large Director
 - a. This chapter board position is to focus on an area of particular importance to the chapter.
 - b. The consistent responsibility for all chapter board members-at large, regardless of the position's focus determined by the chapter, will be to work with the chapter committee responsible for ethical issues.
 - c. The following job description are the responsibilities of a chapter board member at-large fulfilling:
 - (i) Serves as a voting member of the chapter board of directors
 - (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
 - (iii) Ensures that all chapter communications are conducted in accordance with the ASID brand
8. Student Representative to the Board (Mandated Committee Chair Position)
 - a. Where the chapter includes one or more student chapters in its geographic territory, the board of directors shall include as a voting member thereof, a student member, selected by the board to such position for a single one-year term, from among qualified candidates nominated by student chapter presidents, faculty advisors or chapter board members. Qualifying students may also independently submit applications to the board of directors for consideration in the SRB candidate pool. In order to qualify for such board position, the nominee or applicant must be 1) a member of a student chapter operating in the chapter's geographic area and 2) entering an advanced (upperclassman) level of their program at the time of nomination.

- b. The SRB shall be selected by the seated chapter board of directors during dates that coincide with chapter board elections but no later than March 30 of each year to begin serving on the Board October 1.
- c. Basic responsibilities are to represent all student chapters and independent student members within the chapter
- d. Duties and Responsibilities: Within the limits of the Bylaws and Policies, the SRB has the responsibility to accomplish the duties set forth:
 - (i) Attend the Chapter Leadership Conference
 - (ii) Serves as a voting member of the chapter board
 - (iii) Serves as the communication link between the chapter and the student membership at large
 - (iv) Serves as the communication link between the board appointed council and student membership at large
 - (v) Encourages student participation in student programs such as career and professional development opportunities for student members
 - (vi) Encourages student participation in all chapter programs
 - (vii) Ensures that all student chapter communications are conducted in accordance with the ASID brand identity and standards
 - (viii) Maintains communication with chapter president, student affairs chair, student chapter presidents, faculty advisors and student chapter liaisons
 - (ix) Maintains and updates contact information for student chapter officer rosters and forwards such information to HST
 - (x) Assists the chapter student affairs committee in coordinating chapter sponsored student programs and events such as Career Day
 - (xi) Orients successor SRB

Section 2 - Mandated Chapter Committees

- 1. Emerging Professional Affairs Committee
 - a. The Emerging Professional Affairs Chair is a required chapter leadership position to be filled by someone other than the Membership Director.
 - b. The person's name who will serve in this Chair position must be submitted to HST
 - c. This Committee's primary responsibility is to ensure that programming of value to emerging professionals—recent graduates and Allied members new to the profession—is provided.
 - d. Duties and Responsibilities: Within the limits of the Bylaws and Policies, the Emerging Professional Affairs Committee has the responsibility to accomplish the duties set forth:
 - (i) Reports to the chapter Membership Director
 - (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
 - (iii) Ensures that all chapter communications are conducted in accordance with ASID brand
 - (iv) Receives Society leadership training for Emerging Professional Affairs Chairs
 - (v) Works with the HST as needed regarding strategies to engage emerging professionals on a chapter level and promotion of national emerging professional programs
 - (vi) Works with the SRB to promote student advancement to Allied membership
 - (vii) Provides outreach to advancing student members and Allied members new to the profession to welcome them to the chapter and promote upcoming events

- (viii) Encourages the integration of emerging professionals into the chapter leadership structure
- (ix) Encourages the participation of emerging professionals in annual chapter events such as Career Day
- (x) Fosters the self-organization of emerging professional peer groups on a chapter level
- (xi) Ensures that the chapter provides programming to meet the specific needs of emerging professionals such as career development training and networking events (amended 4/10)