



Descriptions of officers:

President

Role of the president:

The president shall preside at all meetings of the chapter and the board of directors and shall be an ex-officio member of all standing and special committees.

Duties of the president:

1. Ensures that the board functions effectively, interacts with the appropriate committees and fulfills all of its duties.
2. Works with the executive director to develop agendas for all board meetings.
3. Appoints committee chairs and consults with chairs to fill committee seats.
4. Assists committee chairs in recruiting volunteers for association assignments.
5. Calls special meetings as needed.
6. Ensures that all yearly reporting requirements of the GCSAA/chapter affiliation relationship are completed.
7. May attend any committee meeting as a nonvoting, ex-officio member.
8. Addresses general membership at annual meeting to outline goals, accomplishments and unfinished business during preceding year.
9. As incoming president, will represent the association as the GCSAA chapter delegate and attend the GCSAA chapter delegate meeting in the fall, approximately one – two weeks prior to taking office as president. The association will be responsible for airfare, and GCSAA will be responsible for on-site expenses.
10. If attending the GCSAA National Conference and Show, will represent the association as the GCSAA chapter voting delegate. If not attending the GCSAA meeting, the president will consult with the alternate voting delegate, who will assume responsibilities as voting delegate.
11. Prepares the incoming president (president-elect) for assuming the duties of president.

As president, before assigning tasks and responsibilities, ask yourself these questions:

1. What is your specific expectation from that board member?
2. What specific task do you expect that person to perform?
3. What is the desired result?
4. By what dates are the specific steps toward fulfilling the task to be met?
5. What is the consequence to the rest of the chapter for not completing the task?
6. What sort of assistance should the board member need from the board?
7. How should the committee be structured and what kind of person should serve on it?

Clearly communicate your expectations to the board member, follow up on the progress made, and thank the board member for his or her time and effort.

Immediate Past President

Role of the immediate past president:

To serve as an adviser and counsel when called on by the president and board of directors.

Duties of the immediate past president:

1. Attends meetings of the board of directors.
2. Chairs the nominating committee and submits names of all officer candidates to the board of directors at the election meeting.

Vice President

Role of the vice president:

The president elect or vice president will assume the office of president in the event that the president resigns or is unable to complete the term of office. The vice president should be actively involved in chapter program planning and be prepared to assume the duties of the president the next year.

Duties of the vice president:

1. Assists the president whenever possible.
2. Assumes the duties of the president in his/her absence.
3. Attends board meetings.
4. Serves as chair of one or more committees as requested by the president.
5. Receives a transition briefing from the outgoing on the past year's issues, progress, successes, challenges and trends.

Secretary/Treasurer

Role of the secretary/treasurer:

Oversees that the following are accomplished by the executive director:

1. Recording of the minutes of all board and association meetings.
2. Distribution of the minutes to the board of directors.
3. Notices of chapter, board of directors' and committee meetings are published.
4. Chapter bylaws, articles of incorporation, standing rules and other official documents are maintained
5. Meeting attendance and information on chapter activities are recorded.
6. A roster of the names, addresses, telephone and fax numbers of all members are maintained and published in a membership directory annually.
7. GCSAA headquarters is contacted when new class A and B members apply for membership with the chapter to verify that they have also applied for membership with the GCSAA.
8. A financial summary or copy of the IRS 990 form for the previous fiscal year is submitted to the GCSAA to comply with annual affiliation requirements.
9. Payments are submitted for directors and officers liability insurance and general liability insurance, as required for affiliation with GCSAA.
10. Treasurer ensures that all chapter financial policies are being followed.
11. Treasurer gives regular reports to the board and at annual membership meetings as to the financial health of the chapter.

12. Treasurer Chairs the finance committee and directs this committee in preparing the budget for the next fiscal year.
13. Records of all receipts and disbursements are maintained.
14. Reviews financial documents of the chapter.