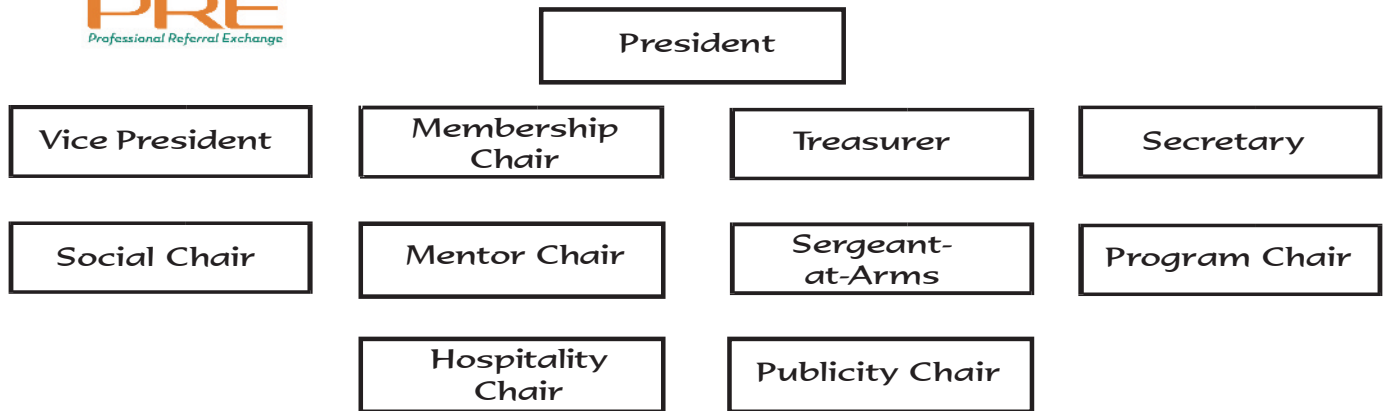




Chapter Organization Chart



Officers & Committee Chairs

President

- ☞ Conducts weekly Chapter & monthly Board meetings
- ☞ Oversees the completion of duties of the Vice President, Secretary, Treasurer & Membership Chair
- ☞ Serves as liaison between the Chapter & Area Director
- ☞ Attends PRE hosted Presidents' meetings

Vice President

- ☞ Assumes duties of the President in his/her absence
- ☞ Oversees & ensures the completion of duties of Social Chair
- ☞ Monitors attendance at weekly Chapter meetings
- ☞ Sends attendance warning letters as directed by Board
- ☞ Telephones absent members after each meeting to say "Hi, we missed you, etc."
- ☞ Reports at Board meetings those members who missed 2 meetings in a row or 3 in a quarter

Social Chair

- ☞ Assumes duties of Vice President in his/her absence
- ☞ Schedules, coordinates, and promotes member sponsored mixers as scheduled by Chapter
- ☞ Oversees the planning and production of Christmas and summer social events
- ☞ Serves on the committee to plan Area/Regional functions

Treasurer

- ☞ Oversees & ensures the completion of the duties of Sergeant-at-Arms
- ☞ Invoices & collects quarterly Chapter Dues
- ☞ Collects meeting fee from Cross-Chapter visitors
- ☞ Establishes & maintains a Chapter checking account
- ☞ Reports Chapter checking account balance at Board meetings with projected cash flow for quarter
- ☞ Checks the facility charges & pays weekly meeting bill

Sergeant-at-Arms

- ☞ Assumes the duties of Treasurer in his/her absence
- ☞ Assists Treasurer in collecting Chapter dues
- ☞ Has custody of Referral Bucket from week to week
- ☞ Disburses items in the Referral Bucket after meeting;
- ☞ Monitors collection of professional fees weekly
- ☞ Ensures that member presentations & commercials do not exceed the time limits set by Chapter policy

Secretary

- ☞ Oversees the duties of the Program Chair
- ☞ Collects, tallies and reports referrals weekly
- ☞ Completes monthly referral report & submits to PRE by the 2nd Monday of the month

Program Chair

- ☞ Assumes the duties of the Secretary in his/her absence
- ☞ Schedules member speakers & training sessions for weekly meetings;
- ☞ Introduces weekly presenters at meeting
- ☞ Working with the President, establishes presentation time limits & communicates the limits to presenter(s) & Sergeant-at-Arms

Membership Chair

- ☞ Oversees & ensures the completion of the duties of the Hospitality and Publicity Chairs;
- ☞ Assists members in the development of core groups
- ☞ Establishes programs to recruit members
- ☞ Follows up with guests to encourage them to apply for membership

Mentor Chair

- ☞ New member orientation
- ☞ Help members develop effective 30 sec. infomercials
- ☞ Included when board members are introduced
- ☞ Encourage one on ones
- ☞ Regularly schedules member development segments using PRE material or other approved resources

Hospitality Chair

- ☞ Assumes duties of the Membership Chair as necessary
- ☞ Explains meal ordering procedures;
- ☞ Greets arriving guests, getting them properly signed in
- ☞ Ensures that members interact with guests

Publicity Chair

- ☞ Works with the Membership Chair to promote the Chapter and attract guests in open categories
- ☞ Manages the Chapter Internet presence, including Social Media and more
- ☞ Gathers member news for the Chapter monthly report