

Attachment 2

APMP Central Texas Board: Position Descriptions

1. **Chapter Chair** – the Chapter Chair shall be the principal Executive Officer of the APMP Central Texas Chapter. The Chapter Chair shall be subject to the control of the Board of Directors and shall supervise and control the management of the APMP Central Texas Chapter in accordance to the Bylaws. The Chapter Chair shall have signature authority for all APMP Central Texas Chapter signoffs, except those requiring either co-signature of Board of Directors approval. The Chapter Chair may not hold the Office of Treasurer.

Specific duties of the Chapter Chair shall include:

- Prepare all annual, semi-annual and other reports as required by the rules and regulations of the National APMP organization, with support from appropriate Board members
 - Serve as the primary liaison to the National Board of Directors of the APMP, either directly or indirectly via the National Chapter Ombudsman
 - Establish and maintain working relationships with other Chapter Chairs and related organizations.
 - Work with all other Directors to develop effective strategies to respond to membership needs and desires
 - Oversee financial accounts and ensure the chapter remains fiscally solvent
 - Sign all contracts with vendors (and secure second signatures as indicated in the Bylaws)
 - Chair all meetings of the Board of Directors and all meetings of Chapter membership
 - Participate in national meetings as needed
 - Establish and maintain working relationships with like organizations
2. **Chapter Co-chair** – The Chapter Co-chair shall, in the absence or disability of the Chapter Chair, perform the duties and exercise the powers of that office. In addition, the Chapter Co-chair shall perform such other duties and have such other powers as the Board of Directors prescribes.
 3. **Secretary** – The Secretary shall keep accurate records of the acts and proceedings of all meetings of Directors. Minutes distributed by the Secretary of board meetings will include the date and place of the meeting, a list of who attended, a summary of significant discussions, and any follow-up actions required. The minutes are distributed to the Directors and a final version (approved at a regular board meeting) becomes part of the permanent record. The Secretary is also responsible for providing a synopsis of any round-table or other panel meetings for use in the Executive Summary of the Annual Report.
 4. **Treasurer** – The Treasurer is responsible for all fiscal activities of the APMP Central Texas Chapter, including paying all received invoices, depositing all money received, preparing invoices for funds due the chapter, verifying the accuracy/validity of all transactions, and maintaining an accounting system in which all transactions are recorded and reconciled. The Treasurer will chair the Finance Committee, which will review ongoing budget operations for the chapter.

Specific tasks involved in the Treasurers function include:

- Preparation of annual budget for review and approval by the Board
- Provide monthly reports to Board of Directors on the financial status of the organization, and assist the Chapter Chair in preparing financial summaries for the semi-annual and annual reports required by the National APMP organization.

- Maintain a non-interest-bearing checking account at an established bank. Preferably community checking account designed for non-profit organizations with relatively low monthly balances and activity.
 - Pay bills for which an invoice or expense receipts are received
 - Process funds received including funds received from persons attending events periodically sponsored by the APMP Central Texas Chapter, as well as any funds from annual rebates from the National APMP from dues of the APMP Central Texas Chapter members and any other fundraising events that the APMP Central Texas Chapter may sponsor.
 - Maintain an accounting system for full and accurate accounting of the finances of the APMP Central Texas Chapter. The Treasurer shall create a true statement of the assets and liabilities at the close of each fiscal year, as well as the results of its operation and of any changes and particulars. Such accounts will be made and filed at the registered or principal office of the APMP Central Texas Chapter within 1 month after the end of such fiscal year.
5. **Program Chair** – The Program Chair will head up the Program Committee that is responsible for overseeing the on-going programs of the APMP Central Texas Chapter and assist the Board of Directors in developing new programs. The Program Committee will be responsible for developing the list of annual programs offered by the chapter, securing host sites for the programs and developing (with the Communications Committee) announcements for the programs and provide program follow-up activities as required.
 6. **Membership Chair** – The Membership Chair shall be responsible for soliciting renewals of membership and new members each year and for other membership issues, and for resolving any discrepancies with the mailing addresses provided by the National APMP organization. The Membership Chair will also provide the Chapter Chair with the number of members who attended programs during the fiscal year and other significant statistics for year-end reporting required by the National APMP. The Membership Chair will also coordinate all recruiting efforts of new members to the local chapter.
 7. **Communications Chair** – The Communications Chair heads up the Communications Committee. The Communications Committee shall prepare and provide all external and internal communications, including program announcements, press releases, chapter newsletters and special projects. Additional responsibilities shall include maintaining an updated database of media/calendar contacts for publishing chapter press releases and/or meeting notices and coordinating with the Webmaster for posting such notices.
 8. **Webmaster** – The Webmaster shall head up the Website Committee. The Central Texas Website Committee shall be responsible for the format and content of the chapter's website. Duties shall include posting meeting announcements, summaries of previous meetings, contact information and other information as approved by the Board of Directors. The Webmaster shall also be responsible for ensuring that the website is in keeping with the National APMP standards and regulations regarding the format and content.
 9. **Other Committees** - There may also be ad hoc committees as deemed appropriate by the Board of Directors. The Board of Directors shall have the authority to appoint other special purpose committees as shall from time to time be necessary for the proper orientation of the chapter.