



Board of Director

Duties of Officers

The duties outlines are listed in the Chapter Bylaws section V with the addition of minor duties, Past President duties, and committee chair duties as this State Chapter Board approves as necessary for operation.

President

- Uphold and follow the APSE mission and Bylaws
- Call and preside at all meetings of the Governing Board
- Appoint Chairpersons of all committees in consultation with the Governing Board, where appropriate;
- Appoint all committee members not otherwise provided for
- Serve as a member “ex-officio” of all committees
- Act jointly with the secretary and treasurer in financial matters
- Designate special functions and responsibilities for all members of the Governing Board
- Generally supervise the activities of the APSE chapter and perform all other duties pertaining to the office and consult with the Governing Board in all matters feasible;
- Inform the APSE National Office of all matters which affect the interest of APSE. Be sure all reports are made in a timely fashion
- Prepare and submit bi-annual reports to National APSE
- Succeed to the Past President office once term is complete
- Send welcome e-mail to all new members with a carbon copy sent to the President-Elect
- E-mail membership at least two weeks prior to each Board Meeting with date, time, location, and contact information inviting membership to attend.
- Develop agenda at least two weeks prior to each board meeting and disseminate it to the board.
- Annually complete the 990 tax form e-filing prior to March 1.

President Elect

- Perform all duties and be vested with all the powers of the President in the absence of the President
- Perform such duties as are designated by the Chapter Governing Board
- Succeed to the Presidency when that office is vacated

Past President

- Perform all duties and be vested with all the power of the President in the absence of or continued disability of the President and President Elect
- Perform such duties as are designated by the President
- Serve as a mentor for the incoming President

Treasurer

- Supervise the receipt and disbursement of all funds at the direction of the chapter Governing Board and following all policies and procedures of national APSE as developed and disseminated by the national APSE Executive Board
- Act jointly with the President in financial matters
- Present the financial report at each meeting of the chapter Governing Board
- Serve as the Chairperson of the Finance Committee should it be appointed
- Maintain all APSE-MO financial records and transfer such records to the new treasurer once term is complete

Secretary

- Compile and present the minutes of each chapter Governing Board meeting with the semi-annual report to national APSE
- Disseminate meeting minutes to Board Members and Web Master within two weeks of meeting
- Assist President in the development and dissemination of announcements for Board meetings and other events as scheduled
- Maintain a permanent history of the APSE chapter
- Transfer all records to the new secretary once term is complete

Ex-Officio

- Ex-Officio Board Members shall be appointed by the Chapter Governing Board or President for a period of three years, unless renewed. Ex-officio members may attend all meetings of the Chapter Governing Board and may participate but shall have no vote.
- Serve as historian for the chapter
- Provide input and expertise to the board
- Maintain active engagement in board meetings or at training events
- There will be no more than two ex-officio board members serving at any time

Committee Chairs

- Be organized
- Delegate responsibility as needed
- Track progress on strategic plan and update as needed
- Lead Committee meetings
- Report progress to Board at each meeting
- Communicate with membership as specified in the Membership Communications Plan.

Updated November 14, 2012