

OFFICER RESPONSIBILITIES 2015
From the Southeast Chapter SCCM Bylaws:

Section 4.2. Chapter President. The Chapter President shall be the chief executive officer of the Corporation and shall have general supervision of the business of the Corporation, subject, however, to the control of the Board of Directors and the Chapter Executive Committee. The Chapter President shall preside at all Chapter Executive Committee meetings, and in general shall perform all duties incident to such office and such other duties as may from time to time be assigned to him by the Board of Directors or the Chapter Executive Committee. The Chapter President shall be chairman of the Chapter Executive Committee and shall be an ex-officio member of all committees. The Chapter President will work directly with SCCM to maintain open lines of communication on key local and national items.

Section 4.3. President-elect. The Chapter President-elect shall preside at meetings of the Chapter Executive Committee in the absence of the Chapter President and shall perform such other duties as from time to time may be assigned by the Chapter President, the Board of Directors, or the Chapter Executive Committee, and shall have such other powers and authorities as are elsewhere in these Bylaws conferred upon the Chapter President-elect. The President-elect shall be responsible for appointing Committee Chairs bi-annually with the approval of the Chapter Executive Committee.

Section 4.5. Chapter Treasurer. Except as may otherwise be specifically provided by the Board of Directors or the Chapter Executive Committee, the Chapter Treasurer shall have the custody of, and be responsible for, all monies, funds, valuable papers and documents of the Corporation, and shall have and exercise under the supervision of the Board of Directors all the powers and duties commonly incident to the office of treasurer. She/he shall deposit all funds of the Corporation in such bank or banks as the Board of Directors may designate. She/he shall keep accurate books of account of the Corporation's transactions which shall be the property of the Corporation, and together with all of its property in her/his possession, shall be subject at all times to the inspection and control of the Board of Directors. She/he shall provide an annual financial report to the Board of Directors, which report shall be presented at the annual chapter business meetings of chapter members. The Chapter Treasurer shall perform such other duties as from time to time may be assigned to her/him by the Chapter President, the Board of Directors, or the Chapter Executive Committee, and have such other powers and authorities as are elsewhere in these Bylaws conferred upon the Chapter Treasurer. A biennial audit of the books and authorized expenses shall be performed by the President-elect prior to transfer of the responsibilities of the Treasurer to the next elected treasurer.

Section 4.6. Chapter Secretary. The Chapter Secretary shall act as the secretary of all meetings of the Board of Directors; shall have custody of and maintain the records of the Corporation; certify action of the Board of Directors when necessary; have charge of the logo; give notice of meetings to the Board of Directors and chapter members, as directed by these Bylaws or the Chapter President; and shall, in general, perform all the duties incident to the office of Chapter Secretary and such other duties as from time to time may be assigned by the Chapter President, the Board of Directors, or the Chapter Executive Committee; and shall have such other powers and authorities as are elsewhere in these Bylaws conferred upon the Chapter Secretary. The Chapter Secretary will work with SCCM on submitting the annual chapter report and providing communications to chapter members. The Chapter Secretary will also oversee the biennial elections process.