

SME Chapters: Officer Duties

Secretary

- 1 Creating agendas for all board meetings (sometimes done by Chairperson).
- 2 Recording of meeting minutes.
- 3 Filing of the following documents:
 - Meeting minutes
 - Treasurers' report
 - Handouts from meetings
- 4 Forwarding copies of minutes to the following recipients:
 - All in attendance of meeting
 - Chapter executive committee and committee chairs
- 5 Order supplies from SME H.Q.
Telephone: 1-800-733-4SME
- 6 Filing of year end reports:
 - Chairperson's Annual Report
 - Annual Financial Report
 - Officer Listing
- 7 Showing your successor the "ropes"

Treasurer

- 1 Ensuring financial well being of chapter
- 2 Collection of revenues
- 3 Banking duties
- 4 Payment of expenditures
- 5 Preparation of monthly Treasurer's Report
- 6 Filing of all financial documents
- 7 Showing your successor the "ropes"

Chair Elect

- 1 Develop an Operating Plan or Short-range Plan for upcoming year - include meetings and events
- 2 Develop a budget
- 3 Chair committee to revise the long-range strategic plan for your chapter (include former chapter chairpersons on committee if possible)
- 4 Chair the nomination committee (include former chapter chairpersons on committee if possible)
- 5 Member retention
- 6 Member recruitment
- 7 Showing your successor the "ropes"

Chairperson

Execute the plan developed in the previous year and oversee the health of the chapter

- 1 Lead and motivate your chapter
- 2 Lead and motivate your chapter officers
- 3 Delegate authority and responsibilities
- 4 Answer policy and procedure questions (SME Governance document)
- 5 Member retention
- 6 Member recruitment
- 7 Chair and conduct Monthly Executive Board meetings.
- 8 Insuring that required chapter reports are complete and submitted on schedule
- 9 Establishing a budget and providing oversight
- 10 Showing your successor the "ropes"

Other Positions

Can be added as needed and may consist of an officer and/or committee.

Note: Members added to the Executive Board must be elected to a position in order to hold voting rights at the Executive Committee Meeting.

Some examples are:

Technical programs	Special Project(s)
News Bulletin	Web Master
Publicity	Membership
Strategic Planning	Historian
Certification	Audit
Honor Awards	Constitution & Bylaws
Student Chapter Liaison	

Annual Chapter Reports

This is SME HQ's only formal method of knowing the condition of your chapter!

- It is so important that the quarterly allocations to your chapter will **not** be sent until the required reports are sent.
- If your chapter does not send the reports, your chapter will **not** get it's financial allocations

Report due dates:

Officers List:

December 15th of current year
October 15th for Students

Financial Report:

January 31st of next
April 15th for Students

Effectiveness Guide:

January 31st of next year
April 15th for Students