



International Nortel Networks
Users Association

Duties of the Chapter Officers

President

- Coordinate the activities of the Board
- Act as the main liaison with other groups or organizations, unless the President designates another for specific groups or organizations.
- Preside over all meetings of the Chapter and the Board of Directors
- Call all meetings of the members and the Board of Directors
- Exercise general supervision over the interests and welfare of the Chapter within the business community.
- Appoint, subject to the approval of the Board of Directors, all committees, standing and special, except the Nominating Committee.
- Authorize official Chapter communiqués.
- Prepare an Annual Report with proposed goals and objectives for the following year to be presented at the annual business meeting.
- Perform other such duties as normally pertain to the office of President.

Normally the President is the Chair of all membership meetings and meetings of the Board of Directors.

The President is also the only authorized spokesperson for the Chapter unless they appoint or delegate another for each occasion.

The President acts as the main liaison for the Chapter's interaction with other groups or organizations. The President may delegate specific ones to other members of the Board as appropriate.

Vice-President

- Assist the President in carrying out the duties of the President.
- Act in the absence or during the incapacity of the President.
- Be an ex-officio member of all committees.
- Perform other duties as normally pertain to the office of Vice-President and such other duties as may be assigned by the President or the Board of Directors.

The VP is there to step in when the President is not available.

The VP is the Board's connection to committees (if you have committees)

Secretary

- Write and maintain the minutes of all meetings of the members and the Board of Directors.
- Distribute meeting schedules and announcements.
- Be the custodian of all records and papers of the Chapter.
- Produce and update membership records and lists and submit them to the International.
- Maintain and produce updated copies of the Chapter By-Laws. Send amended By-Laws to the INNUA office.
- Retain and produce as needed current copy of the Chapter Affiliation Agreement.
- Report to any government bodies on the continued existence of the Chapter.
- Perform other duties as normally pertain to the office of Secretary and such other duties as may be assigned by the President or the Board of Directors.

The Secretary is the keeper of the records, generator of letters and other correspondence, and helps to facilitate the flow of information both within Chapter and to and from the Chapter

Treasurer

- Maintain financial records of the Chapter
- Receive, deposit, and disburse funds on behalf of the Chapter.
- Invoice the members for their dues.
- Produce timely financial statements. Give a verbal report at every meeting of the Chapter, and a written report at the Annual meeting.
- Assist the Board in the production of an annual budget.
- Provide the records for an annual audit.
- Prepare and file any taxes as necessary.
- Perform other duties as normally pertain to the office of Treasurer and such other duties as may be assigned by the President or the Board of Directors.

The Treasurer, being responsible for the finances should keep the membership and the Board well informed of the financial health of the Chapter.

Program Coordinator

- Develop and organize the educational portion of each Chapter meeting.
- Liaison with Program Coordinators of other Chapters to share educational ideas and opportunities.
- Perform other duties as normally pertain to the office of Program Coordinator and such other duties as may be assigned by the President or the Board of Directors.

These positions exist in many chapters but not in all of them. The tasks still need to be done, so if you are organizing a different group of executive roles, it is recommended that you keep all the responsibilities that are listed in these sections, but distribute them to suit your needs. There are advantages in spreading the jobs out, as shown here, to ensure that no one person carries too much workload.

Membership Coordinator

- Ensure that membership in the Chapter is actively promoted
- Contact persons requesting information on the Chapter.
- Produce and update a membership package.
- Verify the eligibility of potential members.
- Notify the Secretary and Treasurer of new member prospects.
- Perform other duties as normally pertain to the office of Membership Coordinator and such other duties as may be assigned by the President or the Board of Directors.

Chapter Representative

- Assist with job responsibilities of the other officers as well as serves as a representative to INNUA HQ and the Region.
- Responsible for representing the overall interests of the Chapter as well as act as trustee for the collective interests of members of the Region.
- Actively participates in a significant number of Chapter and Regional functions.
- Remain aware of the issues and views within the Chapter so that the discussion at the Regional level can be well informed.
- Perform other duties as normally pertain to the office of Vice-President and such other duties as may be assigned by the President or the Board of Directors.

Past President

- Support the President and the Board in transition by carrying out any outstanding projects that the Board deems appropriate.
- Serve in an advisory capacity to the President and the Board
- Chair the Nominating Committee.
- Perform other duties as normally pertain to the office of Past President and such other duties as may be assigned by the President or the Board of Directors.