

## AMSN Chapter Leader Role Descriptions

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As of December 2024

### **President**

The President is the chief elected officer of the chapter, presiding at all meetings, and serves as an ex-officio member of all committees. The President conducts all business meetings by using the parliamentary authority chosen by the chapter; Robert's Rules of Order serves as the parliamentary authority for the Association.

As the chapter's chief elected officer, the President holds responsibility for all chapter business. They ensure that decisions, orders, and resolutions of the Board of Directors are delegated and carried out, and that all required correspondence and reports are submitted. As Chapter President, you are primarily responsible for:

- Motivating, supporting, and guiding your chapter leadership
- Identifying and developing future chapter leadership (including your own successor)
- Representing your chapter at the national level and locally to the medical-surgical nursing community
- Managing the business of the chapter and ensuring the chapter remains in compliance
- Keeping your chapter members informed and connected to AMSN National Office news and programs

In addition, the President will have the following, specific duties:

1. Elect the following Officers (election by Chapter membership):
  - a. President-Elect
  - b. Secretary (Secretary and Treasurer may be combined into one position)
  - c. Treasurer
2. Appoint the following leadership positions/committee chairs as needed:
  - a. Membership Manager
  - b. Education/Program Development Manager
  - c. Awards Manager
  - d. Communications and Social Media Manager
3. Notify AMSN National of all new officers within 30 days of their election.
4. Notify AMSN National of all new chapter leadership positions.
5. Conduct the business of the Chapter.
6. Prepares the agenda for all meetings.
7. Call special meetings as needed.
8. Serves as an ex-officio member of all committees.
9. Ensure that all chapter requirements are completed with AMSN National (Chapter Petition; Policies requiring Officer's signatures; Chapter Reports (including the Annual Report with budget information; Affiliation Agreement).
10. Serve as the signatory on all documents for the Chapter.
11. Turn over Chapter records/property immediately to successor upon completion or resignation prior to end of term or in the case of Chapter dissolution to AMSN National.

## **President-Elect**

The President-Elect has authority as, and assumes the full duties of, the President in case of the President's absence. If there is a President-Elect, they automatically assume the presidency in the following year—chapters elect a President-Elect, but do not elect a President (after the initial Chapter President), because the President-Elect succeeds to the office.

In addition, the President-Elect will have the following, specific duties:

1. Become acquainted with all the duties of the President and other Officers.
2. Become acquainted with Chapter operating procedures and requirements.
3. Chair at least one Chapter Committee, if applicable.
4. Become familiar with the duties of all Chapter Committees, if applicable.
5. Act as liaison with the Chapter Committees, Board of Directors, and AMSN National, as needed by the President.
6. Perform duties as assigned by the President.
7. Turn over Chapter records/property immediately to successor upon completion or resignation prior to end of term or in the case of Chapter dissolution to AMSN National.

### **Secretary**

The Secretary serves as the record-keeper for the Chapter and ensures that the Chapter remains in compliance.

In addition, the Secretary will have the following, specific duties:

1. Prepare and distribute accurate and timely minutes of all Chapter meetings.
2. Prepare correspondence, at the direction of the Chapter President.
3. Maintain Chapter correspondence and program files. A permanent file shall be maintained to house founding documents as well as updated copies of Annual Reports, Chapter Affiliation Agreements, and like documents and will be provided to Officers upon request. AMSN National shall retain a copy of all documents.
4. Act as a witness and/or second signatory if required on documents signed by the Chapter President.
5. Turn over Chapter records/property immediately to successor upon completion or resignation prior to end of term or in the case of Chapter dissolution to AMSN National.
6. Other duties, as assigned by the President.

### **Treasurer**

The Treasurer serves as the fiscal Officer for the Chapter and is responsible for all funds which includes the maintenance of all financial records, collection of debts, and execution of payments authorized by the Chapter, AMSN Board of Directors, and/or AMSN National.

In addition, the Treasurer will have the following, specific duties:

1. Provide the President with financial information needed from Chapter records for the Annual Report and other reports as may be required.
2. Maintain the Chapter's financial recording system and recommend improvements as necessary.
3. Deposit all Chapter receipts in a timely manner.
4. Assist in preparation of the annual budget and monitor Chapter expenditures.
5. Record checks and invoices in a timely manner.
6. Prepare monthly and quarterly financial statements.

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