



## *Phoenix Chapter Bylaws*

# **Administrative Council Duties**

## Reference Guide

### ***President***

- General supervision of the chapter affairs
- Presides at chapter and administrative council (AC) meetings
- Appoints committee managers and duties
- Is a member of all committees
- Authorizes expenditures
- Is the chapter rep outside STC
- Develops and implements a three-year plan

### ***External Vice President***

- Assumes the duties of the president in his/her absence
- Undertakes the duties that the president directs
- Confers with the president on goals, policies, programs, and PR

### ***Internal Vice President***

- Facilitates communication between the chapter and the members
- Oversees internal chapter communication
- Monitors chapter finances on a continuous basis
- Monitors the Telephone, Newsletter, and Hospitality Committees

### ***Secretary***

- Takes minutes at meetings or arranges for a substitute
- Distributes minutes within 10 days to the AC
- [Arranges for an attendance log sheet at meetings]
- Maintains the board contact list
- Corresponds on chapter business as directed by the president and AC

### ***Treasurer***

- Prepares the chapter budget
- Maintains the chapter checking account
- Makes available the chapter books and records for an annual audit
- Produces an annual report for the Society Office and AC

### ***Immediate Past President***

- Attends council meetings
- Advises the council as required
- Performs duties directed by the president

### ***The Board***

The Chapter Board assists the Administrative Council in achieving the Chapter's goals. The Board consists of the Administrative Council and the managers of each Chapter committee. While the Chapter committee managers are excluded from the Administrative Council responsibilities set forth in Article V, Section 5, their valued advice will be sought in all important Chapter matters. All Board participants serve without compensation.