



Do you have what it takes to become a Chapter Officer?

(it takes some time and dependability!)

On December 6, our chapter will hold elections for all officer positions for the 2012-2013 term and we're looking for new officers!

Posted below are the qualifications for officers and the officers' duties per our chapter bylaws.

1. Election/Eligibility: The Chapter Officers and Board Members will be elected by the User Members on or before the last meeting of the year. No User Member may hold more than one executive office. (No two officers may be employed at the same agency.)

The PRESIDENT must be an employee of an agency which has been a member of the chapter for at least two (2) years and said person must have attended at least four (4) user group meetings.

The VICE-PRESIDENT must be an employee of an agency which has been a member of the chapter for at least one (1) year and have attended at least two (2) user group meetings.

The SECRETARY and TREASURER must be employees of agencies which have been members of the chapter for at least one (1) year and have attended at least two (2) user group meetings.

1. Terms: The term of the Chapter Officers and Board Members take effect on January 1st and will be two years
 - a. No one person shall hold the same office for more than two (2) consecutive terms.
 - b. In exceptional circumstances the term limit may be exceeded.

ARTICLE V: DUTIES OF CHAPTER OFFICERS

Section A. President

The President will serve as the Chapter's Chief Elected Officer and:

1. Shall preside at all meetings
2. Shall be a member of the Executive Committee.
3. Shall appoint Committee Chairpersons deemed necessary to fulfill the purposes of the chapter.

4. Shall be the liaison between this and other ASCnet chapters, the ASCnet Board of Directors and ASCnet CEO.
5. May attend at least one ASCnet Annual Leadership Conference and/or the ASCnet Annual TENCon.
6. Shall ultimately be responsible for all group activities.

Section B. Vice President

The Vice President:

1. Shall aid the President in all official matters.
2. Shall be a member of the Executive Committee.
3. Shall assume the responsibilities of any vacated office.
4. Shall assume duties of the President when the President is not available



Section C. Secretary

The Secretary:

1. Shall record and publish the minutes of all meetings.
2. Shall be a member of the Executive Committee.
3. May publish and distribute agendas for all membership meetings.
4. May inform ASCnet of scheduled meetings, providing agendas and meeting minutes.
5. May be in charge of all Chapter mailings to its members.

Section D. Treasurer

The Treasurer shall have the general supervision of the financial affairs of the Chapter and:

1. Shall have authority to bill and collect all income and disburse the funds necessary to carry on the activities of the Chapter.
 1. Shall be a member of the Executive Committee.
 2. Shall provide a Treasurer's report to the chapter at each chapter meeting.
 3. Shall provide interim financial reports for officer meetings.
 4. May keep attendance and dues records for all members. A roster shall also be maintained with all users within the Chapter's area, whether dues-paying or otherwise.
 5. Shall maintain a separate bank account for the Chapter.

If you'd like to be on the ballot, let current chapter president Deb Amstutz know, and we'll let the other members know so voting can take place on December 6!

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