



CHAPTER BOARD JOB DESCRIPTIONS

Job Descriptions of the Officers and Directors of the chapter Board of Directors shall include, but are not limited to, the following duties and responsibilities. **This serves as a guideline that should be customized to fit the operating procedures of the individual chapter.**

RESPONSIBILITIES AND STANDARDS OF ALL CHAPTER BOARD MEMBERS:

- § Elicit the support of the Board member's agency/company in order to commit to the time and efforts needed to perform Board duties
- § Uphold The Society's Code of Ethics
- § Comply with and adhere to The Society's Bylaws
- § Voting Board member
- § Attend monthly Board meetings, monthly education programs, special events, and outreach functions as required
- § Attend annual Board of Directors Retreat
- § Attend SGMP Annual Education Conference in May/June
- § Prepare monthly committee report for presentation to fellow Board members
- § Support and promote the membership recruitment and retention efforts of the chapter
- § Serve as Board Liaison or Committee Chair
- § Contribute written article(s) for the chapter newsletter as needed/required

CHAPTER PRESIDENT

- § The President shall be a government planner or contract planner
- § Newly-elected Presidents must be able to travel to National Headquarters in Alexandria for a 2-day orientation and training at the beginning of the fiscal year.
- § The President shall be the official representative of the chapter in the activities of The Society on all levels and acts as the sole person responsible for speaking for the Chapter in an official capacity
- § The President shall set the agenda and preside over all meetings of the chapter Board and shall serve as an ex-officio member on all committees, except Nominations and Elections
- § The President shall preside over/lead each monthly chapter meeting
- § In the Treasurer's absence, the President may be authorized to sign disbursements
- § The President is responsible for recommending replacement board members should a current board member be removed for cause or by resignation. This must be voted/approved by the entire Board, and Board changes must be forwarded to National Headquarters within 15 days of the change
- § The President authors the President's Message for website and monthly newsletter, as well as written correspondence as needed for welcome letters, thank you letters, etc
- § The President shall facilitate an annual chapter Board Retreat
- § The President shall perform an annual membership survey/State of the Chapter address
- § The President shall serve as the liaison between chapter membership and the SGMP National Board and shall participate in scheduled quarterly regional conference calls
- § The President shall attend Joint Leadership meetings held annually with the National Board of Directors, Executive Director, and fellow Chapter Presidents and 2nd Vice Presidents

Monthly Reports:

- § Submit Monthly Chapter Summary Report to SGMP Headquarters
Due Date for submission to National Headquarters: By the 10th of each month (for the previous month's report)

Annual Reports:

- § The Treasurer and President should lead the entire chapter board in the development of the chapter's annual fiscal year budget to be submitted to SGMP HQ.
Due date for submission to National Headquarters: July 31 of each year
- § Prepare and submit a Year End Financial Report
Due date for submission to National Headquarters: August 15 of each year

FIRST VICE PRESIDENT

- § The First Vice President shall be a government planner or contract planner
- § The First Vice President shall serve for the President in the absence of the President, or when so requested by the President
- § The First Vice President shall assume the duties of the President in the case of resignation, death, or other cause
- § The First Vice President shall serve as Committee Liaison or Committee Chair and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board

SECOND VICE PRESIDENT

- § The Second Vice President shall be a supplier or contract planner
- § The Second Vice President shall preside in the absence of the President and First Vice President
- § The Second Vice President shall serve as Committee Liaison or Committee Chair and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board
- § The Second Vice President acts as liaison to the National Board for chapter supplier members
- § The Second Vice President shall serve as a chapter representative and shall participate in scheduled quarterly regional conference calls
- § The Second Vice President shall attend Joint Leadership Meetings held annually with the National Board of Directors, Executive Director, and fellow chapter 2nd Vice Presidents and Presidents

SECRETARY

- § The Secretary shall be a government or contract planner
- § The Secretary shall be responsible for the proper notification of Chapter Board meetings to Board members
- § The Secretary shall record the proceedings of the Chapter Board and any meetings or sessions as shall be requested by the Chapter Board
- § The Secretary shall maintain the chapter official records and the chapter Policy and Procedures Manual
- § The Secretary shall maintain a log of the voting actions of the meetings
- § The Secretary shall assure that all official and historical records of chapter are maintained and preserved
- § The Secretary shall submit minutes for review and approval from all Board members in a timely manner
- § The Secretary shall submit approved minutes to the Chapter President in a timely manner for inclusion in President's monthly chapter summary report to SGMP Headquarters
- § The Secretary shall write and mail general correspondence including thank you notes
- § The Secretary should adhere to national standards of minute taking

TREASURER

- § The Treasurer shall be a supplier or contract planner
- § Newly-elected Treasurers must be able to travel to National headquarters in Alexandria for a 2-day orientation and training in the beginning of the fiscal year.
- § The Treasurer shall ensure the accurate financial records of the Chapter are kept in accordance with The Society's financial policies and procedures
- § The Treasurer shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the chapter Board
- § The Treasurer shall be the principal signatory on all disbursements
- § The Treasurer shall maintain chapter funds in an approved local bank insured by the FDIC
- § The Treasurer is responsible for insuring all spending transactions are properly approved
- § The Treasurer is charged with the responsibility and custody of the chapter's bank accounts and assets and must accurately account for all transactions that take place within the chapter's financial accounts
- § The Treasurer must maintain accurate records of the chapter's income and expenses on a monthly basis on the SGMP-approved Chapter Budget Form
- § The Treasurer is responsible for ensuring that the SGMP chapter's non-profit status remains in good standing

Annual Reports:

- § The Treasurer and President should lead the entire chapter Board in the development of the annual Fiscal Year Budget to be submitted to SGMP HQ
Due date for submission to National Headquarters Office: July 31 of each year (subject to change to an earlier July date)
- § The Treasurer shall prepare and submit a Year End Fiscal Report
Due date for submission to National Headquarters Office: August 15 of each year (subject to change to an earlier July date)
- § Chapters are required to submit a year-end financial audit by an independent accounting firm
Due date for submission to National Headquarters Office: August 15 of each year
- § Please note all Year End Treasury records (original documentation) must be sent to National Headquarters by August 15th and kept for 7 years

Monthly Reports:

- § The Treasurer shall submit a written report on the financial standings of the chapter on a monthly basis, to be presented to the chapter Board and the President for inclusion in the President's monthly chapter summary report to National Headquarters
- § Accurate records for all chapter income and expense transactions must be reconciled with the chapter bank statement each month
Due date for submission of copy of Bank Statement to National Headquarters: 15th of the month for previous month that closed out
- § The Treasurer must submit the Month End Report to National Headquarters monthly
Due date for submission of Treasurers Report to National Headquarters: 15th of the month for previous month that closed out

DIRECTORS (3)

- § There will be three (3) Directors: one a government planner, one a supplier, and one either a government or contract planner or a supplier
- § The Directors serve as Committee Liaisons or Committee Chairs and shall perform all other duties as are incident to the office or as may be prescribed by the chapter Board

IMMEDIATE PAST PRESIDENT

- § The Immediate Past President serves in an advisory capacity to the chapter Board and is a voting member of the chapter Board
- § The Immediate Past President serves as Chair of the Nominations and Elections Committee and shall perform all other duties as are incident to the office or as may be prescribed by the chapter Board