

ARN - GREATER PHILADELPHIA CHAPTER OFFICE DESCRIPTIONS

Chapter President

The responsibilities of the president are:

1. Seeing that the board meets regularly and functions effectively.
2. Calls all meetings of the board.
3. Presides at all meetings of the board and of the chapter, unless this responsibility is designated to some other board member.
4. Is responsible for the appointment of standing and special committees.
5. Communicates with the ARN regional director and the National office regularly.
6. Submits an annual report for the current calendar year to the ARN office no later than January 31 of the following year.

Annually, the chapter sends the president to the National ARN conference.

President-Elect (3 year commitment - 1 as president elect, 1 as president, 1 as past president)

This office serves as a training ground for the office of president. The president-elect would fulfill the obligations of the president in the president's absence. The president-elect will be assigned duties by the president that will allow the person to become familiar with a leadership role within the organization. The chapter sends the president to a Leadership Conference held by the National ARN office during their term as president-elect.

Chapter Secretary (2 year)

The secretary is responsible for maintaining chapter records. Duties include distribution of notices in conjunction with all chapter meetings, distribution of agendas, and preparation of minutes of all meetings of the chapter.

The secretary also routinely checks the PO box, located in the Bala Cynwyd post office.

Chapter Treasurer (2 year)

The treasurer is responsible for the funds of the chapter and for record keeping of all income and expenditures. The treasurer keeps the membership informed as to the chapter's financial condition. The treasurer deposits all receipts of the chapter in a bank account maintained in the name of the chapter and disbursements from this account are made on behalf of the chapter. Chapter records are kept in Quicken, so knowledge of the Quicken program is helpful. The chapter will pay for a Quicken course if the elected treasurer is not well versed in Quicken.

Chapter Director (2 year term)

Directors participate in management decision making on behalf of and for the benefit of the chapter. Directors are responsible for supporting and helping to implement decisions of the board.

Chapter Board of Directors

The Board of Directors includes both officers (President, president elect, past president, secretary and treasurer) and five Directors. The board is responsible for managing the chapter. Meetings of the board are held quarterly. There may be emergency or interim meetings called as needed.

Board Meetings

- Board meetings are held quarterly in March, June, September and December.
- Board meetings attendance includes the Board Members and Committee Chairs.
- The typical board meeting agenda includes: Approval of minutes, Treasurer report, committee reports, discussion/resolution of old business, introduction of new business, Regional and National updates and general announcements. The typical board meeting is about 2 to 2 ½ hours long. A light dinner is provided.
- Refer to Bylaw section regarding motions and approval.

Transition of Officers

At the June Board meeting, the newly elected officers, whose office term start July 1, attend in order to familiarize themselves with board meetings.

The president will transfer to president elect all presidential binders, and other chapter possessions, such as banner and awards/plaques. The president is also given the key to the post office box. The new president will also have to coordinate with the treasurer to sign new signature cards for the chapter accounts.

The past treasurer will give all records and discs to the newly elected treasurer. The new treasurer will need to coordinate signing new signature cards for chapter accounts.

The past secretary will give to the newly elected secretary the binders containing all past minutes and all discs, and the key to the post office box.