

## **BOARD OF DIRECTORS JOB DESCRIPTIONS**

**President** - The President shall be an active member in good standing

Responsibilities:

1. Preside over meetings.
2. Be a member, ex officio, of all committees.
3. Coordinate the establishment of goals for the chapter each year.
4. Provide leadership to the chapter.

**Chapter Coordinator** - The Chapter Coordinator shall be an active member in good standing.

Responsibilities:

1. In the event that the president becomes unable to finish the term for which he/she is currently serving, accept position of president and finish the current presidential term.
2. Preside over meetings in the absence of the president.
3. Act as liaison between chapter and the American Payroll Association
4. Coordinate chapter meetings

**Secretary** - The Secretary shall be an active member in good standing.

Responsibilities:

1. Take minutes of each meeting and prepare hard copy for next meeting.
2. Preside over meetings in the absence of the president and the Chapter Coordinator.
3. Prepare chapter announcements and/or newsletters and correspondence and distribute

**Treasurer** - The Treasurer shall be an active member in good standing.

Responsibilities:

1. Maintain accurate checkbook.
2. Disburse all chapter funds and collect dues.
3. Report financial status of chapter at each meeting and prepare annual report for February meeting.
4. Prepare annual budget.

**Government Liaison** – the Government Liaison shall be an active member in good standing.

Responsibilities:

1. Review APA communications relative to governmental issues and communicate back to the chapter.
2. Participate in APA surveys on behalf of the chapter on issues surrounding governmental/legislative matters.
3. Establish contacts with local governmental organizations (Social Security, IRS, Dept of Labor, Division of Taxation).

**Membership Coordinator** – The Membership Coordinator shall be an active member in good standing.

Responsibilities:

1. Maintain an up-to-date list of current members and their member status (paid or unpaid, type of membership, APA member ID).
2. Communicate changes to the Board of Directors.
3. Solicit members from the greater Capital Region.
4. Coordinate annual dues process with the Treasurer.
5. Coordinate social events.

**Website Administrator** – The Website Administrator shall be an active member in good standing.

Responsibilities:

1. Update the website calendar with meeting notices and other events.
2. Keep the website neat and easy to read.
3. Update the job opportunities regularly.
4. Manage the password & content for the Members Only area of the website.
5. Manage all aspects of the chapter's Twitter account. (followers, posts, etc.)
6. Manage all aspects of the chapter's LinkedIn group. (members, posts, etc.)