

Chapter Executive Roles and Responsibilities

Chapters may add additional Chapter Executive Roles, but must have the following in order to form/maintain a chapter:

- President
- Vice-President or President-Elect
- Secretary
- Treasurer

President

- The President is the chief officer of the Chapter
- shall preside at all meeting of the Chapter and Executive as Chairperson
- shall report to all meetings of the chapter and be an ex-officio member of all committees of the chapter
- shall be responsible for the general and active management of the Chapter business
- shall ensure all orders and resolutions of the Chapter bylaws are carried into effect
- the President shall keep or cause to be kept a book or books where the following shall be recorded:
 - a copy of the bylaws of the chapter
 - the minutes of all meetings including special, general and/or annual
 - the minutes of all meetings of the executive
 - a register and books with the names/contact persons who are members of the chapter
- performs and discharges all duties relating to the office of the President and such duties as National CACCN may assign

President-Elect or Vice President

- shall be vested with all powers and shall perform all duties of the President in the event of the absence of the President or disability.
- shall perform all duties incidental to the office of president-elect or vice-president and such other duties as assigned by the Executive.
- shall participate in a variety of projects, activities and responsibilities in order to assist in developing a leadership style, make important contacts and facilitate a smooth transition

Past President

- shall provide guidance and continuity to the President and the President-Elect/Vice President and shall assume the office of the President in the event of the absence of both the President/President-Elect/Vice President or their disability.
- shall perform other duties as assigned by the Executive.



Secretary

- shall provide communication to the executive and other parties as required by the executive
- shall take minutes at Executive, Chapter and Annual General Meetings, transcribes and distributes the information
- shall perform all duties incidental to the office as required by the Executive.
- shall be responsible for sending a copy of the draft Annual General Meeting minutes to CACCN National Office.

Treasurer

- shall be responsible for the financial activities of the Chapter
- shall maintain an organized, efficient book-keeping system to record all financial transactions
- shall report to:
 - President, at least monthly and whenever necessary about financial state of the Chapter
 - Executive at every Executive meeting
 - Chapter general membership at the Annual General Meeting
- shall be involved with daily fiscal operation of Chapter, including:
 - checking invoices, paying bills, recording payment
 - monthly bank resolution
 - communicating as necessary with Chapter Executive and the bank
- shall submit to the Association on a quarterly and annual basis as Financial Report in forms prescribed by the Association. The reports shall be submitted within 30 days of the end of the quarter or fiscal year.

Membership Chairperson

- shall develop and carry out annual strategies for chapter recruitment and retention.
- shall maintain the current membership list from the National Office.
- shall provide the executive with an accurate email/ mailing list as required
- shall maintain attendance records for chapter activities and events.

