

## **SCGS Charleston Chapter Leadership Duties**

version: 1.0 (27 Jan 2018)

This document serves as a quick reference for all Chapter members and is intended to provide an overview of what's required to keep the Charleston Chapter functioning well.

Nothing stated herein is intended to supersede or circumvent any of the duties of officers as defined in the By-Laws of the Charleston Chapter.

### **Elected Officers**

#### **President/Director**

##### **Responsibilities**

- Schedule all chapter meetings & preside at them (general meetings & board meetings)
- Call special meetings as needed & distribute notices of same to Chapter members
- Act as ex-officio member of all Chapter committees (except officer nominating committee)
- Perform all duties specified in parliamentary authority.
- Recommend committee members and chairperson for review by Chapter board
- Fill vacancies on special committees
- Serve as Chapter Director to State Society or appoint a member to attend & vote in his/her absence
- Represent Chapter when requested by outside organizations

##### **Required Reporting**

- President's column for Chapter newsletters (as issued monthly)
- Chapter's year-end summary (as requested by State Society)<sup>1</sup>

#### **First Vice-President, Projects**

##### **Responsibilities**

- Preside at Chapter meetings in absence of the President
- Accede to office of President in case of permanent vacancy
- Serve as Chair for all projects of the Chapter (local & State directed initiatives)
- Appoint committee members to support all projects

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<sup>1</sup> Submit annually, no later than January 15, the following to the Society President to be forwarded by him to the appropriate officer for inclusion in the IRS report and the Archives:

1. a detailed financial report.
2. a copy of all chapter publications, including Newsletters.
3. copies of the minutes of chapter meetings.

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### **Required Reporting**

- As-needed status reports for on-going projects

## **Second Vice-President, Programs**

### **Responsibilities**

- Preside at Chapter meetings in absence of President & 1st Vice-President
- Identify & coordinate programs for general meetings of Chapter
- Maintain speakers calendar & provide speaker information to Newsletter Editor, Publicity Coordinator & Web Team
- Obtain speakers' permission to post images of them in newsletters and on Internet
- Coordinate with Secretary & Treasurer for issuance of speaker honoraria

### **Required Reporting**

- Speaker calendar (monthly, including speakers' names & presentation topics)
- Speakers roster (include names, topics and contact info for current and past monthly meeting guest speakers)

## **Secretary**

### **Pre-requisite technical skills**

- Basic knowledge of digital word-processing

### **Responsibilities**

- Record proceedings of all Chapter meetings (general meetings & Board meetings)
- Maintain calendar of Chapter meetings and events
- Handle Chapter's general correspondence (including speaker thank you notes)
- Send Chapter leadership changes to State

### **Required Reporting**

- Minutes of chapter meetings (general meetings & board meetings)
- Summaries of chapter meetings for publication in Chapter newsletters
- List of officers & committees (annually & with any change in officers & committees)

## **Treasurer**

### **Pre-requisite skills**

- Basic knowledge of digital bookkeeping

### **Responsibilities**

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- Receive all funds collected by Chapter
- Disburse all funds & pay all bills due for Chapter
- Perform bookkeeping & prepare financial reports for Chapter
- Coordinate with Membership Chair for all Chapter dues payments

### **Required Reporting**

- Financial status reports (for Sep & Jan Chapter meetings & newsletters only)
- Year-end audit report for State tax return (annually, by 15 Jan)

## **Membership Chair**

### **Pre-requisite skills**

- Basic knowledge of digital spreadsheets and word-processing

### **Responsibilities**

- Maintain membership roster (members in good standing)
- Correspond with prospective members
- Receive applications for new members
- Coordinate with Chapter & State Treasurers for dues payments to be forwarded to State
- Maintain mailing list for use by Newsletter Editor
- Maintain new members' packet
- Maintain sign-in sheets for Chapter meetings (members & guests); provide guest names to Newsletter Editor & meeting attendance count to Secretary

### **Required Reporting**

- Membership list to Archivist/Historian (semi-annually, each June & January)
- Membership reports to State (monthly as needed with all changes in membership)
- Members' address changes to State (monthly as needed for all changes of address)
- New members & guest name summaries for Chapter's newsletters (as issued monthly)

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### **Archivist**

#### **Pre-requisite skills**

- Moderate computer skills & understanding of digital file management

#### **Responsibilities**

- Oversee management of all records per Chapter's Record Management Plan
- Coordinate with Board for needed updates to Chapter's Record Management Plan
- Verify that records are being managed in an orderly fashion by Officers (annually)
- Ensure that all permanent records are placed in Chapter repository (annually, at year-end)
- Serve as keeper of Chapter's permanent memorabilia not placed in Chapter repository
- Serve as coordinator of Chapter's Web Team

#### **Required Reporting**

- Chapter's Records Management Plan and Records Retention Schedule (as needed, upon revision of Plan and Schedule)

### **Newsletter Editor**

#### **Responsibilities**

- Assemble and distribute Chapter's newsletter (email distribution & postal deliveries)
- Coordinate with article writers

#### **Required Reporting**

- Low Country Courier (as issued monthly)

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### **Volunteer Positions**

#### **Auditor**

##### **Responsibilities**

- Perform annual audit of Chapter's finances and report same to Chapter board (coordinate with Treasurer concerning audit and report)

##### **Required Reporting**

- Year-end financial audit results (annually, by 15 Jan)

#### **Hospitality Coordinator**

##### **Responsibilities**

- Coordinate with members who are providing refreshments for Chapter meetings
- Coordinate with members for meeting setups as needed
- Maintain refreshments roster for Chapter meetings

##### **Required Reporting**

- Refreshment roster (names/dates of members providing food or drinks for meetings)
- Refreshment roster reminders for upcoming meetings (monthly)

#### **Publicity Coordinator**

##### **Responsibilities**

- Create & distribute publicity information regarding Chapter's general meetings & special events (flyers, newspaper notices, etc.)

#### **Educational Outreach**

##### **Responsibilities**

- Coordinate educational programs for community outreach
- Collect and retain digital copies of Chapter's outreach materials (handouts, slideshows, etc.)

##### **Required Reporting**

- Summary of upcoming outreach events (monthly to Newsletter Editor & Publicity Coordinator including event title, date, time, location, hosting organization & names of presenters)

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### **Photographer**

#### **Pre-requisite skills**

- Basic knowledge of digital photography and email

#### **Responsibilities**

- Visually document Chapter events (including meeting speakers, guests, and activities)
- Provide digital images to Newsletter Editor and Website Coordinator for publication
- Maintain digital archive for Chapter

### **Queries Coordinator**

#### **Responsibilities**

- Coordinate appropriate responses for all non-member research queries
- Provide query responses to Newsletter Editor for publication

#### **Required Reporting**

- Query responses for publishing in Chapter newsletters (monthly)

### **Parliamentarian**

#### **Responsibilities**

- Advise Chapter President concerning appropriate parliamentary procedures.
- Render an advisory opinion when requested to do so by Chapter officers or members.

#### **Required Reporting**

- Advisory opinion (as requested)

### **Website Team**

#### **Pre-requisite skills**

- Moderate aptitude for computers and Internet

#### **Responsibilities**

- Coordinate with Board and Chapter members concerning website problems
- Direct website developer concerning Board-approved website upgrades
- Communicate with Chapter members concerning all website initiatives

#### **Required Reporting**

- Advisory reports to Board (as needed for website upgrades)

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### **Archivist**

#### **Pre-requisite skills**

- Basic word-processing skills

#### **Responsibilities**

- Prepare yearly summary of Chapter accomplishments
- Update Chapter history for website

#### **Required Reporting**

- Chapter summary (annually, at end of year)
- Chapter history (as needed for addition of significant accomplishments)