

Guidelines For Serving as a Chapter Officer For DFW AHMP

All officer candidates must be in good standing with the Alliance and paid up as chapter members during the year nominated.

President – the president presides over and directs chapter meetings, responds to inquiries from CHMM candidates and new CHMMs, and acts in an official capacity as the primary liaison for the chapter with National and other groups. Candidates should be able to commit the time to make at least 4 of the 6 regularly scheduled chapter meetings per year, and to fulfill the role of primary chapter representative and liaison. The president also completes the chapter's annual report and submits nominations for Champion of Excellence or other national awards.

President-Elect (Vice President) – the main role of the president-elect/VP is to coordinate and arrange for speakers, presenters, and facility tours for chapter meetings, presiding over chapter meetings in the absence of the chapter president, and assisting the secretary with coordination of chapter sponsored National Overview Courses. Candidates should have good networking contacts with a variety of agencies, private and public organizations, and consulting firms, good interpersonal skills, and be able to make at least 3 chapter meetings per year.

Treasurer – this position is responsible for financial management of chapter funds, including the savings/checking account. The treasurer collects and receives chapter dues, reimburses for chapter expenses, and completes and submits annual franchise tax forms to the State Comptrollers office. Candidates should have good fiscal aptitude, a basic understanding of financial issues for non-profit organizations in Texas, and be able to make at least 4 meetings per year.

Secretary – this position is primarily responsible for the official communication of the chapter. This includes: correspondence to the executive committee, chapter membership, and National; drafting and sending meeting notices, meeting agendas and minutes; working with the chapter's web coordinator and web master to update the chapter web site; forwarding notices from National to the membership at large; updating chapter By-Laws; editing and drafting official written documents from the chapter; updating and maintaining the local CHMM database; drafting and sending out electronic ballots for officer elections; assisting the president in completing the annual chapter report; compiling and distributing the official annual meeting attendance roster to the membership; issuing certificates of completion for chapter sponsored training seminars; checking the chapter post office box at least once every two weeks and renewing the post office box fee each year. Candidates should have access to Internet and email services as the chapter no longer sends hard copy notices by regular mail. The secretary should attend at least 4 chapter meetings per year.

Executive Committee Member-At-Large – this position ensures that a quorum will be established for chapter meetings, and generally fills in to assist other members of the executive committee as needed. Candidates should be able to make at least 3 meetings per year, and should have good communication, interpersonal and networking capabilities.

Additionally, the immediate **Past President** serves in a non-elected position on the chapter executive committee to provide guidance and leadership continuity for next year's officers.