



CHAPTER POSITIONS & DESCRIPTIONS

CHAPTER PRESIDENT

General Description: The Chapter President is the “My 3D Visions & Goals” Chief Operating Officer and generally responsible for managing all chapter activities and for the overall operation of the chapter. He/She shall work to ensure member needs are addressed and that a high-quality level of activity’s is maintained.

Term: One Year

Goals, Objectives & Responsibilities:

- Act as the chapter liaison
- Select committee members for your chapter (Vice President, Secretary, Member Coordinator & Mentee Coordinator)
- Develop goals and objectives of the chapter. Document these goals and objectives in the Chapters operating manuals. Distribute copies of this manual to members.
- Develop overall chapter organizational structure and publish in Official Manual.
- Hold at least 4 board meetings during the year
- Add other duties or responsibilities specific to your chapter

CHAPTER VICE PRESIDENT

General Description: The Chapter Vice President shall provide support and assistance to the operation of the chapter. The Chapter Vice President acts in the capacity of the Chapter President when he/she is unable to be present. The Chapter Vice President is delegated responsibility by the Chapter President at his/her discretion.

Term: One Year

Goals, Objectives and Responsibilities:

- Coordinate the chapter’s strategic planning process.
- Conduct planning meeting for the upcoming year.
- Attend all meetings/events that the Chapter President is unable to attend with his/her proxy, as necessary.
- Add other duties or responsibilities specific to your chapter.



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SECRETARY

General Description: The Chapter Secretary is responsible for maintaining all chapter records of meetings and communicating that data to the appropriate members and other interested individuals. The Chapter Secretary is also responsible for attending and maintaining all Board Meeting minutes.

Term: One Year

Goals, Objectives and Responsibilities:

- Attend Board meetings and develop/maintain Board minutes.
- Attend chapter strategic planning session.
- Add other duties or responsibilities specific to your chapter

MEMBER COORDINATOR

General Description: The Chapter Member Coordinator is responsible for coordinating all chapter members and communicate information to the members. Serve as POC for all members.

Term: One Year

Goals, Objectives and Responsibilities:

- Attend Board meetings.
- Attend chapter strategic planning session.
- Add other duties or responsibilities specific to your chapter

MENTEE COORDINATOR

General Description: The Chapter Mentee Coordinator is responsible for coordinating all chapter mentees and communicate information to the mentees. Serve as POC for all mentees.

Term: One Year

Goals, Objectives and Responsibilities:

- Attend Board meetings.
- Attend chapter strategic planning session.
- Add other duties or responsibilities specific to your chapter