

## **Officer & Director Roles & Responsibilities**

### **President:**

- Preside at the Executive Committee Meetings consistent with Chapter Constitution & By-laws
- Preside at the General Membership Meetings consistent with Chapter Constitution & By-laws
- Identify Chapter delegates to vote for the Delaware Valley Engineer of the Year consistent with the Engineers Club Charter
- Ensure Chapter representation at Delaware Valley Engineer Week Activities
- Represent Philadelphia Delaware Valley Chapter at annual SFPE business meeting
- Ensure chairs for the standing Chapter committees are identified
- Represent Chapter with other Societies and Associations in the Greater Philadelphia Area

### **First Vice-President:**

- Preside over General Membership Meeting in the absence of the President
- Preside as the Chair of the Program Committee
- Communicates with guest speakers in advance of monthly General Membership Meeting ensuring audio/visual or other speaker needs are arranged
- Provides program description to Secretary for Flashpoint by week 2 as described in Secretary position
- Promote programs to Chapter membership, special interest groups and beyond as appropriate
- Introduce guest speakers at General Membership Meetings and present an appropriate gift on behalf of the Chapter at conclusion of presentation
- Serve as receptionist at General Membership Meetings
- Ensure all invoices associated with the General Membership Meeting are paid

### **Second Vice President:**

- Preside as the Chair of the Membership Committee
- Present membership applicants to the Executive Committee for review and approval
- Introduce membership applicants at a General Membership Meeting and call for a vote
- Welcome new members and communicate a list of officers, upcoming program schedule and Chapter roster
- Communicate with Secretary and Treasurer new member information & dues
- Manage Chapter web site with current information
- Promote Chapter through presentations with Special Interest Groups

- Through discussion with the Secretary and Treasurer identify and communicate with Chapter members delinquent on dues and encourage their remittance.

### **Secretary:**

- Create and issue General Membership Meeting notices
- Keeps a register, including mailing address, of all members and nonmembers important to the Chapter
- Keeps a record of attendance at all General Membership Meetings
- Keeps current electronic and hard copy files for Chapter business
- Provides the Executive Committee with the means to notify members 30 days before Elections as per the Constitution & By Laws.
- Chapter address, phone number and email address are that of the Secretary
- Provides spelling, nametags, dues status and membership information to 1<sup>st</sup> Vice for Reservations at General Membership Meetings
- Editor for Chapter newsletter "Flashpoint". Ensures Newsletter is issued through the following:
  - Week One: "Calls for Articles" for FLASHPOINT
  - Week Two: Edits Draft of newsletter. Updates Chapter register to ensure proper distribution.
  - Week Three: Draft is completed and printed for proofreading. Final version is converted to PDF format and emailed to the distribution list. Photocopies are made, folded, labeled and stamped and then mailed for members without e-mail.
  - Week Four: Reservations are received from 1<sup>st</sup> Vice. Spelling, dues status and membership information is added and returned to 1<sup>st</sup> Vice.
- Ensures Dues Notices are included in the September and October Issues of FLASHPOINT

### **Assistant Secretary:**

- Record all official actions of the Chapter (minutes) and perform the duties usual to the office
- Assist Secretary as requested in duties usual to the office of Secretary

### **Treasurer:**

- It shall be the duty of the Treasurer to record all official financial transactions of the Chapter and to perform the duties usual to the office of Treasurer.
- Preside over the Finance Committee
- Record all receipts and disbursements and maintain all records electronically in accounting software provided by Chapter
- Pay invoices from vendors for services or items necessary for the approved operation of the Chapter
- Prepare statement of assets and liabilities for General Membership Meetings
- Prepare at beginning of year (July) annual budget for review and adoption by Executive Committee

- Provide Chapter Financial Statement at all General Membership and Executive Committee meetings
- Record dues payments electronically by individual and coordinate this information with Chapter register maintained by Chapter Secretary
- Communicate to Secretary and Second Vice President individuals delinquent on dues

### **Directors:**

- One Director is required along with 3 officers to represent a quorum to conduct official business at an Executive Committee Meeting.
- Directors should avail themselves to the President for special appointment

### **Standing Committees:**

- Program Committee – Bob Foraker
- Membership Committee – Rick Coppola
- Professional Activities Committee – Phil Sconyo
- Cooperation with Other Societies Committee – Phil Sconyo
- Liaison with the Fire Service Committee – Fullfilled by many on Executive Committee
- Constituion and Bylaws – Dave Lawler
- Finance Committee – Top Myers
- Scholarship Committee – Dave Kriebel
- Newsletter & Publicity Committee – Irma Colabrese
- Historian – Jeff Mattern
- Nominating committee – Dick Oliver
- Awards Committee – Phil Gaughan
- Education Committee – Phil Gaughan
- Audit Committee – Bob Foraker

### **Nominating Committee:**

The responsibility of the nominating committee is called out in the Constitution and Bylaws in section VIII-5. “A nominating committee shall be appointed by the President, with the approval of the Board of Directors, and it shall be the duty of the Board to report to the members, at least 30 days preceding the annual meeting, a list of nominations for all officers and vacancies on the Board of Directors to be voted on at the annual meeting.

The Members shall be notified in writing two weeks prior to the meeting at which this action is to be taken.

In accordance with the Constitution and Bylaws, the President of our Chapter must be a Fellow, Professional Member, or Associate Member of the National

SFPE. All other officers shall hold any grade of membership in the National SFPE.

The key to nominating Directors is to search for members who have the capability of becoming great leaders of our organization. The best way to do this is to start with a position on the Board, then elevate those with capability and passion to officer positions that will normally progress from Assistant Secretary, Secretary, 2<sup>nd</sup> VP, 1<sup>st</sup> VP, and culminate in President. Note that the Treasurer has not normally been in the progression, and has been an office of longer tenure than most.

Traditionally, the Nominating Committee has consisted of the active past presidents of our Chapter.