



## Board Positions

**President:** The President serves as the Chief Volunteer of the Chapter and partners with the regional and national CUPA-HR boards to achieve the Association's mission. The President provides leadership to the Board of Directors, who sets policy for the Chapter. The President also chairs meetings of the Board after developing the agenda and helps guide and mediate Board actions with respect to organizational priorities and governance concerns. The President may appoint committees as he or she determines is advisable to assist in accomplishing the mission and goals of the Chapter.

**President-elect:** The President-elect shall serve as the special aide to the President, and shall assume all presidential duties in the absence of the President. The President-elect serves as Chair of the Program/Professional Development Committee charged with planning and implementing the annual conferences and meetings of the chapter.

**Past President:** The Past President shall act as advisor to the President and the Board to ensure continuity of leadership.

**Treasurer:** The Treasurer shall ensure that the Chapter operates on sound fiscal principles. The Treasurer shall present to the Board of Directors the Chapter's annual budget and periodically report on the Chapter's fiscal status. The Treasurer shall recommend to the Board of Directors all fiscal policies and operating procedures.

**Secretary:** The Secretary shall record all official actions of the Board of Directors and of the membership at the Chapter's annual business meeting. The secretary will also ensure that members are notified of time, date and place of meetings, and ensure distribution of agenda materials. The Secretary also serves as Marketing/Communications Director and Social Media/Communication Chair.

**Corporate Partner Director:** The Corporate Partner Director shall serve as lead contact for acquiring and retaining corporate sponsors. The Corporate Partner Director shall work with corporate sponsors to develop positive relationships with their organizations and to find meaningful ways for them to interact with the chapter. The Corporate Partner Director will also coordinate all communication and logistics with corporate sponsors.

**Membership Chair:** This position responds to member and prospective member inquiries, maintains Chapter roster, approves member requests to join Chapter, assists with meeting registration, develops and implements strategies to grow and maintain membership. This position also assists with communicating information about leadership and committee opportunities, and soliciting member interest in such opportunities, to ensure ample representation and commitment for current and future elections and programming events.

## **Non-Board Positions**

**Marketing and Communications Director:** duties performed by Secretary

**National and Eastern Region Board Liaison:** Member of the CUPA-HR Eastern Region Board who maintains a communication pipeline between CUPA-HR National, Eastern Region, and the Chapter Board.

## **Committees**

**Programs/Professional Development Committee Chair:** duties performed by President-elect

**Member, Programs/ Professional Development Committee:** This committee manages the Chapter's planning and implementation of meetings, conferences, and other events. This includes working with host location contacts to secure logistics; soliciting and confirming speakers; coordinating with Marketing and Communications Director to get National, Eastern Region, and Chapter events posted to the Chapter website; and coordinating recertification credits.

**Social Media Committee Chair:** duties performed by the Secretary/Marketing and Communications Director

**Member, Social Media Committee:** This committee is responsible for forming and carrying out the Chapter's social media strategy. This includes developing and maintaining social media accounts, sharing confirmed Chapter events, identifying and creating materials of interest and relevance to the membership, overseeing material distribution and updates, engaging Chapter partners and sharing relevant content, soliciting participation. This committee coordinates with the Programs/Professional Development Committee and Corporate Partner Director.