

## Section III – Board Members

Nevada CUPA-HR affairs shall be governed by the Board Members consisting of: President, President-Elect, Past-President, Treasurer, Secretary, Program and Sponsorship Coordinator and Membership Coordinator, and when deemed necessary by the Board, up to four additional Members-at-Large positions. Each Board Member serves as a Chapter liaison and has responsibilities to support the members and external partners.

### Chapter President

As written in our Chapter Bylaws, 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 who sets policy, plans programming, and nurtures relationships with sponsors 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 members to committees as they determine is advisable to assist in accomplishing the mission and goals of the Chapter. The President will perform other executive duties as required.

### Chapter President-Elect

As written in our Chapter Bylaws, 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 works work with the designated Board members on membership engagement, particularly executive membership, and Chapter events to focus on professional development of Board Members and Chapter members.

### Chapter Past President

As written in our Chapter Bylaws, the Past President shall act as advisor to the President and the Board to ensure continuity of leadership. The Past President assists the President in a variety of matters and assumes the duties of the President in the absence of the President and President-Elect. The Past President leads the election process and participates in outreach initiatives, professional development, and conference planning.

Terms for the President, President-Elect, and Past President: The Chapter President shall begin on July 1 following the date of election and shall continue until the following June 30. The Chapter President automatically succeeds to the office of Past President in the year following tenure as President. The President-Elect shall succeed to the office of President in the year following tenure as President-Elect.

### Chapter Secretary

The Secretary maintains the administrative operations of the Chapter. Duties include:

- Serves as the Chapter’s historian; maintains Chapter file repository;
- Maintains meeting agenda and records minutes;
- Maintains Chapter calendar of events;
- Maintains Chapter website monthly, and as necessary to update people, events, and/or information;
- Participates in conference and workshop planning and elections; and
- Act as keeper of account information
- Assists all Board Members in carrying out their responsibilities.

Term: The Secretary will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with the Treasurer).

## Chapter Treasurer

The Treasurer oversees Chapter finances and works closely with the President and Board Members to prepare both annual operating budget and annual conference, workshop, or event budget.

Additional duties include:

- Monitors budget and expenses and presents expenditures to the Board for approval;
- Ensures compliance with all fiscal rules and policies;
- Provides financial reports to the national office as required or upon request;
- Maintains appropriate financial accountability in accordance with annual audit guidelines;
- Coordinates travel scholarships following guidelines stated in Section VIII; and
- Provides a financial update at each board meeting or upon requests.

Term: The Treasurer will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with the Secretary).

## Program and Sponsorship Coordinator (North, South)

The Program and Sponsorship Coordinator works in collaboration with Chapter leadership to coordinate professional development programs and services for Northern and Southern Nevada Chapter members. These duties may include, but are not limited to:

- Leads and coordinates event logistics for networking and professional development opportunities;
- Cultivates sponsorships with existing and new sponsors for event/program support;

- Collects and gathers input on future programs and events;
- Collaborates with other chapters and the Regional Chapter; and
- Assesses and evaluates post-conference events; recommends changes when necessary.

Term: The Program and Sponsorship Coordinator will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with their counterpart position).

### Membership Coordinator (North, South)

The Membership Coordinator works in collaboration with Chapter leadership to cultivate relationships with existing and new members. These duties may include, but are not limited to:

- Stays informed of all CUPA-HR resources and benefits;
- Encourages Chapter membership by advocating Chapter goals;
- Acts as lead in recruiting new members;
- Recruits and collaborates with members to gain sponsorships for Chapter events;
- Assesses needs of current members;
- Collects and gathers input on future programs and events;
- Promotes the Chapter by creating promotional material, hosting educational tables, and other appropriate avenues; and
- Composes regular communication efforts with current members in collaboration with the Secretary.

Term: The Membership Coordinator will serve a two-year term beginning on July 1 and ending June 30 (filled in alternating years with their counterpart position).

### Members-At-Large

A Member-at-Large may be nominated by the Board and will be assigned a specific task/event that supports the Chapter's mission and goals. Appointment for a Member-at-Large will expire at the end of the fiscal year.