**OFFICER DESCRIPTIONS:**

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.

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 Planning Committee charged with planning and implementing the annual conferences and meetings of the chapter.

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

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.

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.

**MEMBER-AT-LARGE ROLE DESCRIPTIONS:**

The **Sponsorship Coordinator** shall develop and maintain relationships with community business partners for the purpose of gathering financial support for the Washington Chapter of CUPA-HR in exchange for providing our business partners with networking/advertising opportunities. The Sponsorship Coordinator shall be responsible for vendor outreach, engagement, and coordination, include establishing a list of potential business partners, maintaining rapport with current business partners and contacting them to solicit their continued support/participation in events, and coordinating their promotion leading up to and during Washington Chapter of CUPA-HR sponsored events. This role requires strong communication and organizational skills, flexibility, creativity, and a willingness to establish, build and improve relationships with various stakeholders.

The **Speaker Coordinator** shall be responsible for finalizing speakers for Washington Chapter of CUPA-HR sponsored evets. The Speaker Coordinator shall lead activities related to speaker coordination, including curate a list of possible speakers; vet potential speakers to meet conference objectives and CUPA-HR values and learning framework; coordinating logistics, including media and tech support, coach speakers to meet state accessibility/universal design guidelines, designing learner assessment survey; and giving speakers feedback.

The **Technology Coordinator** shall be responsible for updating the chapter website, social media channels and sending of electronic communication for the chapter as appropriate. The Technology Coordinator shall be responsible for registration activities and working with HRCI/SHRM to ensure certification credits are submitted on time as appropriate.

The **Membership/Regional Coordinator** shall be responsible for increasing awareness of the Washington State CUPA-HR Chapter. The Membership/Regional Coordinator shall work in collaboration with Washington State chapter leadership to cultivate new members; including contact new members via phone, e-mail or letter to introduce, welcome and/or answer questions; review new-member list prior to state conference and contact new members to welcome them. If list is large, divide among the board members for assistance; request membership update information (include non-members) from the national office throughout the year to assess membership and cultivate conversations with non-member institutions, strengthen connections with bordering state chapters (Idaho and Oregon) as well as emerging leader development.

Annual membership in CUPA is based on a fiscal year and runs from July 1 – June 30.