

AMWA INDIANA CHAPTER EXECUTIVE COMMITTEE HANDBOOK 2013

This handbook is a guide to the specific minimum responsibilities of each Chapter officer, standing committee, and delegate.

I. Officers

A. The President shall:

- (i) preside at general, business, and Executive Committee meetings of the Chapter;
- (ii) serve as:
 - (a) chairperson of the Executive Committee;
 - (b) ex officio member of all committees except the Nominating Committee;
 - (c) coordinator of all Chapter projects; and
 - (d) Chapter delegate to the national board meeting held in the Fall, or appoint a substitute delegate if she/he is unable to attend;
- (iii) delegate duties not specifically assigned to other Executive Committee members;
- (iv) appoint standing and temporary committees;
- (v) monitor the progress of all Chapter activities; and
- (vi) notify AMWA headquarters of any change in officers.

B. The President-Elect shall:

- (i) attend all general, business, and Executive Committee meetings of the Chapter and preside at those meetings in the absence of the President; and
- (ii) serve as:
 - (a) chairperson of the Nominating Committee;
 - (b) a member of the Budget and Finance Committee; and
 - (c) Chapter delegate to the national board meeting held in the Spring, or appoint a substitute delegate if she/he is unable to attend.

C. The Immediate Past President shall:

- (i) advise the President; and
- (ii) update, with approval of the Executive Committee:
 - (a) the AMWA Indiana Chapter Executive Committee Handbook; and
 - (b) Chapter standard operating procedures.

D. The Secretary shall:

- (i) attend all general, business, and Executive Committee meetings of the Chapter;
- (ii) take minutes of business and Executive Committee meetings; and
- (iii) keep the executive director of AMWA and the editors of AMWA publications informed of the activities, meetings, and elections of the Chapter.

E. The Treasurer shall:

- (i) attend all general, business, and Executive Committee meetings of the Chapter;
- (ii) establish and maintain financial accounts of the Chapter, including a checking account having two signatories (the treasurer and either the President or President-Elect) from which all bills are paid;
- (iii) keep accurate financial records and transmit them to the succeeding Treasurer;
- (iv) prepare and read at each Executive Committee meeting a brief report on:
 - (a) receipts;
 - (b) expenditures; and

- (c) current checking account balance;
- (v) serve as chairperson of the Budget and Finance Committee; and
- (vi) each year, as directed by AMWA's "Manual of Procedures for AMWA Chapters" and with approval of the Executive Committee, submit to AMWA headquarters and to the AMWA treasurer:
 - (a) a formal Chapter financial statement listing income and expenses of the past year; and
 - (b) a formal Chapter budget listing proposed income and expenses of the forthcoming year.

II. Standing Committees

- A. The Budget and Finance Committee shall prepare and submit to the Executive Committee for approval:
 - (i) a budget listing proposed income and expenses of the forthcoming year; and
 - (ii) a formal Chapter financial statement listing income and expenses of the past year;
- B. The Education Committee shall with input from the executive committee:
 - (i) plan and implement formal educational activities, including an annual Chapter conference; and
 - (ii) broadcast educational activities to Chapter members.
- C. The Marketing Committee shall:
 - (i) engage Chapter members and external audiences in conversation about the value of the Chapter;
 - (ii) identify opportunities to collaborate with other organizations located in Indiana; and
 - (iii) support the use of technology for the benefit of Chapter members throughout Indiana;
- D. The Member Resources Committee shall:
 - (i) maintain a register of active Chapter members and volunteers;
 - (ii) plan and implement efforts to recruit and retain Chapter members;
 - (iii) send a message of welcome to each new member and encourage each dropped member to renew membership;
 - (iv) encourage members to participate in Chapter activities; and
 - (v) solicit member preferences for Chapter volunteer, program, education, and other activities;
- E. The Program Committee shall with input from the Executive Committee:
 - (i) plan and implement social and informal educational activities; and
 - (ii) broadcast informal educational activities to Chapter members.
- F. The Publications Committee shall:
 - (i) publish a monthly newsflash and a biannual newsletter; and
 - (ii) solicit original articles and interviews for the newsletter.

III. Delegates to the National Board of Directors Meeting

- A. A delegate:
 - (i) should be, or should have been, a member of the Executive Committee so that he or she will be well acquainted with Chapter functions and needs;
 - (ii) shall be invited to attend all meetings of the Executive Committee in a liaison capacity with the national association, keeping the Chapter informed of the national activities and vice versa; and
 - (iii) may be re-appointed to serve a maximum of three consecutive one year terms.