

I. PRESIDENT:

The Chapter President is the principle executive officer for Chapter. He / She shall:

1. Preside at the scheduled membership meetings of the Chapter membership and the Chapter Executive Committee.
2. Exercise general charge of the Chapter officers and directors
3. Facilitate Chapter Board meetings with the Chapter officers and directors
4. Chair the Chapter Executive Committee (the Chapter President may not chair any other committees).
5. Act as an ex-officio member of all Chapter committees but is only empowered to cast a tie-breaking vote for the committee at the committee chairman's request.
6. Act as the primary interface with external organizations and is the Chapter's primary interface to ACP National.
7. Participate on the ACP National calls/meetings for Presidents.
8. The Chapter President shall appoint annually an internal audit committee, consisting of (3) three or more Chapter members in good standing.

II. SECRETARY:

The Chapter Secretary is responsible for recording all Chapter activities and maintaining all Chapter records. He / She shall:

1. Attend and record minutes of all Chapter Executive Committee meetings, Chapter board meetings and Chapter meetings.
2. In cooperation with the President, Director of Programming, and Director of Membership give, or cause to be given, notice of all scheduled membership meetings of the Chapter as well as the Chapter Executive Committee and Board of Directors meetings.
3. Maintain, in current status, the Articles of Association with ACP National and the State of Arizona, all amendments and policies as determined by Chapter membership, the Chapter Executive Committee, and/or the ACP National Board.

4. Provide an annual statement of the Chapter Executive Committee members to the ACP National Secretary for filing with such public agencies as required preserving the ACP National non-profit status
5. Participate on the ACP National calls/meetings for Secretaries.
6. Perform such other duties as may be assigned by the Chapter President or Chapter Executive Committee or the ACP National Board.

III. TREASURER:

The Chapter Treasurer is responsible for recording all Chapter financial activities and maintaining all financial records. He / She shall:

1. Supervise Chapter financial affairs.
2. Perform all the duties incident to the office of Chapter Treasurer.
3. Sign any check, draft, or other order of Chapter payment of money. An authorized member (normally the President) of the Chapter Executive Committee, who is not the recipient, will approve* all such instruments.

*Approval can be via board minutes or email approval, the check or draft does not require president signature.

4. Prepare monthly financial statements for the Chapter Executive Committee, the ACP National Board and any government reporting in such form and frequency as required.
5. Provide for the custody and safekeeping of all of the Chapter securities and monies.
6. Provide an annual statement of Sources and Uses to the ACP National Secretary for filing with such public agencies as required preserving the ACP National non-profit status due to the National Treasurer by January 31 of the following year.
7. Attend Chapter Board meetings and Chapter meetings
8. Participate on ACP National calls/meetings for Treasurers.

9. Perform any other duties as assigned by the Chapter President, Chapter Executive Committee, or the ACP National Board resolution and/or directive.

I. DIRECTOR OF PROGRAMS:

1. Shall be responsible for the Chapter and program format (other than the business portion) of the regular Chapter meetings.
2. Is responsible for the arrangement and coordination of meeting facilities, speakers, panels, and topics to be presented at these meetings, and to arrange for payment of any costs involved through the Chapter's Executive Committee.
3. Attend Chapter Board meetings and Chapter meetings
4. Shall chair the Chapter Program Committee (when needed).

II. DIRECTOR OF INFORMATION:

1. Shall manage and maintain a local repository of materials and reference information relating to Chapter and the emergency management / planning, business continuity, and disaster planning profession. Distributes materials to members at meetings and conferences.
2. Shall see that all pertinent information collected is copied to the Corporate officer responsible for a Corporate ACP Resource Directory and/or Information Center. Work with Chapter Director of Web Resources to ensure appropriate content is posted to the Chapter's website(s) to support record retention and retiring activities.
3. Attend Chapter Board meetings and Chapter meetings.
4. Shall manage the Chapter records by maintaining the Chapter Records Retention Schedule; oversee the authorized destruction of useless records, and retiring inactive Chapter records that require continued retention to the contracted commercial records center.
5. Gather information on any certification, training, or degree programs related to disaster recovery, business continuity, or emergency management / planning and include in Chapter Newsletter and/or report at Chapter Membership meeting.
6. Gather input and create the Chapter Newsletter. Once ready for publication (reviewed by Chapter Board of Directors), distribute to Chapter membership.

7. Participate on ACP National calls/meetings for Directors of Information and Directors of Education.

III. DIRECTOR OF MEMBERSHIP:

1. Shall be responsible for the distribution of membership applications and “Code of Ethics” forms (usually completed via on-line renewal / sign-up vs paper).
2. Attend Chapter Board meetings and Chapter meetings
3. Will maintain in cooperation with the National Membership Director, a current listing of all Chapter members.
4. Responsible for directing Chapter membership drives.
5. Give or cause to be given notice of all scheduled membership meetings of the Chapter to the Chapter membership.
6. Participate on ACP National calls/meetings for Directors of Membership & Director of Programs.
7. Distribute Chapter information to the membership, including amendments to Articles of Association and election information.
8. Will handle registration for all Chapter meeting/functions (including name tags/badges) and tracks attendance for validation of CEU credits. Provides a report to members who request documentation, or dates of attendance, for CEU credits.
9. Provide monthly report of renewals, new members, and attendance.

IV. DIRECTOR OF PUBLIC RELATIONS:

1. Is responsible for organization and representation of Chapter at seminars, conventions, and public presentations.
2. Is the Chapter ambassador to all professional organizations requesting information about the Chapter.
3. Attend Chapter board meetings and chapter meetings
4. Participate on ACP National calls/meetings for Directors of Marketing & Public Relations.
5. Responsible for issuing Chapter media statements.
6. Seek new sponsorships for the Chapter and encourage other Board members to assist.
7. Seek renewal of all previous sponsorships of the Chapter. When processing sponsorships, partner with: Treasurer to provide receipt of sponsorship and processing of funds, Director of Information to include sponsor ads in the newsletter, Director of Membership to update logos on name badges, and Director of Web / Web Resources to update logos on website(s).

VII. DIRECTOR OF WEB / WEB RESOURCES:

1. Responsible for maintenance of Chapter website(s).
2. Attend Chapter Board meetings and Chapter meetings
3. Participate on ACP National calls/meetings for Directors of Information.

VIII. PRESIDENT-ELECT:

1. In the absence of the Chapter President, shall preside at scheduled Chapter meetings and Chapter Executive Committee.
2. Attend Chapter Board meetings and Chapter meetings
3. Lead the Chapter's nominating committee and Membership Appreciation Planning.
4. Assume the duties of Chapter President the following calendar year.