

Greater Midwest Chapter - APMP

Chapter Officers	Job Descriptions	Officers
Chapter Chair	<p>Lead the board and oversee all chapter activities in compliance with chapter bylaws</p> <p>Schedule and direct general membership and board meetings</p> <p>Ensure the chapter meets APMP report requirements as per the Charter Chapter Guidelines (See Section B.2.g.4 of the guidelines on the APMP web site for a description of the reporting requirements)</p>	Amy Singer
Chapter Co-Chair	<p>In support or absence of the Chapter Chair, ensure the chapter meets APMP report requirements as per the Charter Chapter Guidelines</p> <p>In support or absence of the Chapter Chair, lead the board and oversee all chapter activities in compliance with chapter bylaws</p> <p>In support or absence of the Chapter Chair, direct general membership and board meetings</p> <p>Coordinate annual officer elections, work with Publicity/Promotion Chair for upcoming elections announcements, coordinate dates and times of elections, and ensure election complies with APMP and chapter rules/bylaws</p> <p>Assist the Programs Chair as necessary to plan programs for chapter meetings/events</p>	Caryn Rhodes
Treasurer	<p>Supervise all fiscal operations and serve as primary point-of-contact to the APMP Executive Director for fiscal matters</p> <p>Establish and maintain a chapter checking account</p> <p>Develop and maintain transaction logs</p> <p>Verify bank statements, and identify and justify any discrepancies</p> <p>Provide semiannual reports to the APMP Executive Director detailing activities, including supporting statements, receipts, and other documentation</p> <p>Contribute to the annual report, providing fiscal information</p> <p>Ensure the chapter remains fiscally solvent</p> <p>Communicate/network with other APMP chapter treasurers identifying opportunities for improvement</p>	Alan Minnick

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Secretary/Membership Chair	<p>Meetings:</p> <p>Coordinate the set-up and check in instructions for virtual meetings (general membership and board meetings) with the Webinar/teleconference provider</p> <p>Handle logistics of hotels for “physical” (face-to-face) meetings that the chapter may hold Oversee chapter programs and assist the Board with the development of future programs</p> <p>Write and disseminate meeting minutes of all general membership meetings, including a list of all meeting attendees, and submit copies with the annual report</p> <p>Write and disseminate meeting minutes of all board meetings, including a list of all meeting attendees</p> <p>Reporting:</p> <p>Collect all required information and create and submit the chapter’s annual report required by the APMP (see B.2.g.3 for report requirements)</p> <p>Membership:</p> <p>Receive updated membership information (affiliated and non-affiliated) from the APMP Members Services/Chapter Relations Director</p> <p>Maintain and update the chapter roster of all members, including membership status and e-mail contact information of all affiliated chapter members and APMP members in our region who aren’t affiliated with the chapter</p> <p>Provide e-mail list of affiliated and non-affiliated members to Publicity/Promotion Chair for publicizing chapter events/news</p> <p>Provide a list of new members to the Chapter Board so the board can welcome them, and the Chapter Chair can identify the new members at the first chapter meeting they attend</p> <p>Work with Chapter Co-Chair to resolve any membership issues that arise, and contact those with elapsed membership to renew</p> <p>Provide updated membership information to APMP Members Services/Chapter Relations Director</p>	Lisa King

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Programs Chair	<p>Organize special events</p> <p>Identify program topics/speakers for meetings and special events</p> <p>Collect biographical information for speaker introductions and presentation descriptions for meeting announcements</p> <p>Serve as the chapter liaison for speakers: notify speakers of location and time of event</p> <p>Communicate upcoming events information to the Publicity/Promotion Chair for inclusion in Newsletter and membership notification</p> <p>Develop and disseminate evaluation forms for each meeting/event; collate and report feedback to the other board members to use as enhancement opportunities</p> <p>Identify opportunities for fundraising</p>	Board of Directors will share in this role
Publicity / Promotion Chair	<p>Work with the Chapter Chair to encourage interaction with other APMP chapters and non-APMP associations, including the possible support of co-sponsored events</p> <p>Act as chapter point-of-contact for businesses publicizing job openings (permanent and temporary) and for individuals looking for permanent/temp work; send job information to the Webmaster for posting on the chapter website</p> <p>Prepare and provide (via e-mail) all external and internal communications for chapter activities/news, including meeting/program announcements, press releases, and special events</p> <p>Chapter newsletter: Editor in chief, organize articles from general membership for inclusion, and recurring Chairman's corner</p> <p>Maintain and update list of media/calendar contacts for providing press releases and/or meeting/event notices</p> <p>Develop and distribute chapter marketing messages and materials</p> <p>Submit chapter news for inclusion in APMP communications vehicles (www.APMP.org, <i>The Perspective</i>, and <i>The Journal of the APMP</i>)</p>	Caryn Smith

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	Develop and manage recruiting initiatives for new members to the chapter Web site – development of chapter site, maintenance of site, and posting to site all external and internal communications for chapter activities/news, including meeting and program announcements, press releases, and special events	