

Elected Officers duties according to Chapter Bylaws and Society Guidelines

President's duties

1. The President shall preside at all meetings of the Chapter and Executive Council, appoint or confirm members of standing and temporary committees, and perform all other duties incident to the office.
2. Administer Chapter business as described herein, or as authorized by the Executive Council.
3. Be familiar with SWCS organizational structure, Society Bylaws and the Michigan Chapter Bylaws.
4. Ensure each officer and committee member is familiar with his/her duties.
5. Appoint the Treasurer and Secretary of the Chapter at the beginning of the calendar year.
6. Manage, direct, and supervise all Chapter property, affairs and business.
7. Carry out all the usual functions of a chief executive officer of a non-profit corporation.
8. Prepare draft agenda for Executive Council and Chapter Meetings.
9. Assure notification of appropriate members of all Chapter meetings.
10. Conduct meetings of the Executive Council and of the membership, according to Robert's Rules of Order as modified.
11. Call special meetings of the Executive Council and of the membership as necessary.
12. Carry out all orders and resolutions of the Executive Council.
13. Sign all contracts, papers and instruments of, or requiring action by, the Chapter unless the Executive Council, by resolution, authorizes another person to do so.
14. Submit reports on Chapter activities at the annual meeting of the membership.
15. Collect information on activities for the Chapter's Annual Core Activity Report.
16. The President's term is one year. The President shall assume the position of Past President the following year.

President-elect's duties

1. In the absence of the President, the President-Elect shall preside and function as the President.
2. Chair the Membership Committee, if needed.
3. Exercise such powers and perform such duties as the Executive Council may prescribe or as the President may delegate.
4. Serve as the official Chapter Delegate to the Annual International SWCS Conference, if available.
5. Prepare a slate of committee chairs and committee members for the following year for approval by the Executive Council.
6. Finalize the plan of work for the following year to be approved at the January Executive Council meeting.
7. The President-Elect's term is one year. The President-Elect shall assume the position of President the following year.

Vice President's duties

1. In the absence of the President and President-Elect, the Vice-President shall preside and function as President.
2. Temporarily assume the duties of the President-Elect in situations of the President-Elect's absence or inability to act.
3. Exercise such powers and perform such duties as the Executive Council may prescribe or as the President may delegate.
4. Chair the Program Committee which is responsible for planning and implementing the Chapter's Fall Field Trip/Technical Workshop.
5. Serve as Liaison to the Awards Committee.
6. The Vice-President's term is one year.

Regional Director's duties

1. Shall serve as members, and attend teleconferences or meetings, of the Executive Council. The Executive Council has a monthly one hour teleconference, and may have additional teleconferences or meetings as needed.
2. Shall be responsible for promoting Chapter objectives and programs within their region.
3. Shall communicate with Chapter members in their Region, and organize Regional meetings and Committees as needed and appropriate.
4. Shall promote membership in the Chapter and parent Society within their Region.
5. Perform other tasks assigned by the President or the Council.
6. Serve as Executive Council liaison to Committee(s) as assigned by the Executive Council or the President.
7. A Regional Director's term is two years.

Prepared by Daniel F. Kesselring, Sec.