

## **NPSO Chapter Board Requirements:**

**President:** shall preside at the meetings of the Chapter membership and of the Chapter Board of Directors, act as spokesperson for the Chapter, serve on the NPSO State Board of Directors as a voting member, and attend quarterly NPSO State Board of Directors meetings.

The President shall also perform the following additional functions: 1) report on NPSO State Board activities and decisions to the Chapter, 2) provide a quarterly report to the NPSO State Board Secretary, 3) raise Chapter issues as needed to the NPSO State Board, 4) work with the Chapter Board to coordinate field trips, programs, publicity, and other activities, and delegate tasks as needed, 5) be accessible and responsive to communications from Chapter members and the general public by phone, post and email, 6) work with the Chapter Board to ensure all positions are filled, 7) encourage members to participate in Chapter leadership, 8) provide the Chapter's treasurer name and contact information to the NPSO State Board Treasurer, 9) inform the State Board Secretary when a new Chapter President is elected.

**Vice-President:** shall preside in the absence of the President and shall perform additional functions as required, such as the following: 1) be accessible and responsive to communications from Chapter members and the general public by phone, post and email, and 2) encourage members to participate in Chapter leadership. He/She shall become President immediately if the office of President becomes vacant until the vacancy can be filled as described by Article VI, Section 3.

**Treasurer:** shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the transactions of the Chapter, including accounts of its assets, liabilities, receipts, and disbursements. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Chapter officers. He/She shall disburse the funds of the Chapter as may be ordered by the officers, shall render to the President and other officers, whenever they request it, an account of all his/her transactions as Treasurer and of the financial condition of the Chapter. He/She shall have such other powers and perform such other duties as may be prescribed by the Chapter officers or the Bylaws, such as the following: 1) be accessible and responsive to communications from Chapter members and the general public by phone, post and e-mail, and 2) encourage members to participate in Chapter leadership.

**Secretary:** shall keep the minutes of all meetings of the officers, the Chapter meetings of members, with the time and place of holding, and shall have such other duties as may be prescribed by the Chapter officers. Other duties shall include the following: 1) be accessible and responsive to communications from Chapter members and the general public by phone, post and e-mail, and 2) encourage members to participate in Chapter leadership. The Secretary shall conduct/prepare such directives and other documents as are needed and authorized by the officers.