

- **President Elect** - In the absence of or incapacity of the President, the President Elect shall discharge the duties of the President. Duties include the general powers and duties of supervision and management pertaining to the President of a non-profit organization. The President Elect is a three year commitment: President Elect, President, Immediate Past President.
- **Secretary** - Maintain an account of all membership and board meetings and maintain general records for the chapter.
- **Treasurer** - Present a financial statement at each chapter Board of Director's meeting. Approve invoices and sign checks.
- **Associate Member Representative** - Responsible for maintaining communication between the regular and associate members.
- **Director of Membership** - Manage the chapter's recruitment and retention efforts, incorporating the state committee's ongoing membership campaign.
- **Director of Events** - Plan and coordinate a series of technical, informational, and networking events for the chapter.
- **Newsletter Editor** - Ensure effective communication of the chapter's activities and other information through a newsletter.