

ASMC BUCKEYE CHAPTER

Executive Committee Overview

If you think you can (or are willing to learn to) fill the bill, please consider serving!

Chapter Objectives	During the Chapter's business year (1 July-30 June), the Chapter intends to focus on the "Theme" chosen by the Chapter President or Chapter Executive Committee (Officer Group). The Chapter intends to partner and interact more closely with each Center director and his/her senior management team. This effort is needed to attain the organizational support necessary to encourage membership in the Chapter and to allow for the time necessary to provide for a mutually beneficial and professional (and personal) development environment.																											
Committee Oversight	The Chapter President, upon taking office, reviews the Chapter's committee structure and to whom each chairperson reports. While there are currently 18 committees, 11 primary (P) & 7 ad hoc (A), they are subject to change, as well as to whom their chairperson reports. <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>President</u></td> <td style="width: 33%;"><u>President-Elect</u></td> <td style="width: 33%;"><u>Secretary</u></td> </tr> <tr> <td>Audit (A)</td> <td>CDFM (P)</td> <td>Historical (A)</td> </tr> <tr> <td>Constitution & Bylaws (A)</td> <td>Education & Scholarship (P)</td> <td>Publicity & Photos (P)</td> </tr> <tr> <td>Newsletter (P)</td> <td>Membership (P)</td> <td></td> </tr> <tr> <td>Ways & Means (P)</td> <td>Nominations & Elections (A)</td> <td></td> </tr> <tr> <td>Webmaster (P)</td> <td></td> <td></td> </tr> <tr> <td><u>VP-Programs</u></td> <td><u>VP-Participation</u></td> <td><u>Treasurer</u></td> </tr> <tr> <td>Meetings (P)</td> <td>Community Service (P)</td> <td>Family (A)</td> </tr> <tr> <td>Workshops & Special Events (P)</td> <td>Competition & Awards (P)</td> <td></td> </tr> </table>	<u>President</u>	<u>President-Elect</u>	<u>Secretary</u>	Audit (A)	CDFM (P)	Historical (A)	Constitution & Bylaws (A)	Education & Scholarship (P)	Publicity & Photos (P)	Newsletter (P)	Membership (P)		Ways & Means (P)	Nominations & Elections (A)		Webmaster (P)			<u>VP-Programs</u>	<u>VP-Participation</u>	<u>Treasurer</u>	Meetings (P)	Community Service (P)	Family (A)	Workshops & Special Events (P)	Competition & Awards (P)	
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Term of Service	Official term is one business year -- from 1 July of the current calendar year to 30 June of the next calendar year. In the current year you can expect to spend some days/weeks in June/July preparing to work with the current Executive Committee (Officer Group) to lay the groundwork for (and transition to) your duties as a Chapter Officer. The notable exception is the President-Elect, who spends the current business year understudying the duties of Chapter President in readiness to assume them at the start of the next business year.																											
Benefits of Service These are opportunities and not guaranteed; much depends on individual effort	You receive: <ul style="list-style-type: none"> • Organizational management, leadership and teamwork experience. • Visibility within ASMC and the supporting organization(s). • Networking with ASMC leadership and the Center directors & senior management teams. • Recognition for your efforts, principally at the Chapter level. • As Center monies allow, an all-expenses or shared expenses (registration, travel, per diem & lodging) 5-day paid trip (in late May or early June) to ASMC's Professional Development Institute (PDI). 																											
Time Commitment (In a Typical Month)	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Executive Committee Meeting</td> <td style="width: 40%;">1 - 1 ½ Hrs Non-Absorbed Time</td> </tr> <tr> <td>Luncheon or Workshop</td> <td>1 Hour Absorbed Time; ½ to 1 Hr Non-Absorbed Time</td> </tr> <tr> <td>Committee Meeting(s)</td> <td>1 - 1½ Hrs Non-Absorbed Time</td> </tr> <tr> <td>Committee Management</td> <td>As Needed; Non-Absorbed Time</td> </tr> <tr> <td>Committee Planning</td> <td>As Needed; Non-Absorbed Time</td> </tr> </table> Due to dwindling organizational resources, you will need to contribute some of your own time to fulfillment of your duties. If your work schedule permits, your supervisor may approve added absorbed time for you to participate.	Executive Committee Meeting	1 - 1 ½ Hrs Non-Absorbed Time	Luncheon or Workshop	1 Hour Absorbed Time; ½ to 1 Hr Non-Absorbed Time	Committee Meeting(s)	1 - 1½ Hrs Non-Absorbed Time	Committee Management	As Needed; Non-Absorbed Time	Committee Planning	As Needed; Non-Absorbed Time																	
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<p>Personal Skills</p>	<p>To effectively perform the duties of a Chapter officer, the following are required. They should be, but do not need to be, possessed at the time one agrees to accept a Chapter Officer position. However, you must be willing to evidence efforts to obtain them; the Chapter will help. There is no implied priority, grade-level requirement, supervisory/managerial experience, or super human(ness) for any of these.</p> <ul style="list-style-type: none"> • Organization, Coordination & Delegation; Meeting Management & Leadership • Time Management; Budget Development & Monitoring • Oral Presentation & Written Report/Plan Development • Self-Starting, Self-Motivating, Self-Sacrificing • Team Leadership & Recognition; Negotiation and Compromise • Confidence, Tact, Diplomacy, Assertiveness, Congeniality • Coaching; Mentoring; Encouragement; Advice & Consultation • Objective Decision-Making
<p>Expectations</p>	<ul style="list-style-type: none"> • If you accept the commitment, fulfill it! • If you are unable to cope (or need help), ask for help! • Uphold ASMC's and the Chapter's constitution & bylaws – and render objective decision-making. This includes publishing an annual schedule of events and ensuring these events are publicized, recorded and reported. • Accept your own/others' mistakes and be willing to learn from them as a means to improve yourself, your chairpersons and their committee members, and your team (the Executive Committee)! • Manage your work time to minimize work conflicts and to maximize your committee's efforts! Work with your supervisor to gain an understanding of and support for your commitment. • As an officer, you will need to make yourself available to the committees you oversee. The demands on your time, both to perform your normal work duties and to serve as an officer, may prove stressful. Be prepared! • Act responsibly and professionally – i.e., meet your deadlines, plan ahead, follow through, make your reports, don't expect others to continually remind you to get things done. • Set the example for Chapter participation by being visible at one or more of the Chapter's community service or fundraising events.
<p>President In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. Selects Committees and to whom they report. • Serves as Chairperson and voting member of the Planning Board. • Serves as Chairperson and voting member of the Executive Committee. • Oversees the business of the Chapter. In this regard, is the final arbiter in appointing and relieving Chapter Officers or Committee Chairpersons of their responsibilities or discharging them from their positions -- and replacing them. • Oversees the Chapter's adherence to ASMC's standards for professionalism. • Maintains a mutually beneficial partnership with the directors and senior management teams of supporting organizations and liaisons with ASMC HQ. • Oversees the development of the Chapter's theme for its business year. • Oversees the development of the Chapter's annual schedule of events. • Officiates at all Chapter business meetings. Reports the decisions of the Chapter Planning Board and Executive Committee meetings to Chapter members and oversees voting on decisions requiring their concurrence. • Oversees maintenance of the Chapter's books of account, business/financial records, entry into contracts, expensing of funds and non-profit status. • Oversees the Chapter's compliance with an up-to-date constitution & bylaws. • Oversees the Chapter's fundraising for scholarships and operations.

<p>President-Elect In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. • Serves as a voting member of the Planning Board. • Serves as a voting member of the Executive Committee. • Assumes the responsibilities of the Chapter <i>President</i> in the latter's absence. • Prepares to assume the responsibilities of the Chapter President for the Chapter's next business year. • Performs other duties as assigned by the Chapter <i>President</i>.
<p>Vice-President for Programs In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. • Serves as a voting member of the Planning Board. • Serves as a voting member of the Executive Committee. • Assumes the responsibilities of the Chapter <i>President</i> if the <i>President-Elect</i> is unable to do so. • Performs other duties as assigned by the Chapter <i>President</i>
<p>Vice-President for Participation In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. • Serves as a voting member of the Planning Board. • Serves as a voting member of the Executive Committee. • Assumes the responsibilities of the Chapter <i>President</i> if the <i>President-Elect</i> or <i>Vice-President for Programs</i> is unable to do so. • Performs other duties as assigned by the Chapter <i>President</i>
<p>Secretary In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. • Serves as a voting member of the Planning Board. • Serves as a voting member of the Executive Committee. • Provides maintenance of the Chapter's business records, principally meeting minutes. Insures the prompt (within one week of the event) publication and distribution of the minutes to affected and/or interested parties. • Provides general administrative support for the Chapter; this includes: (1) submission of the Chapter's annual schedule of events and quarterly roster of officers and chairpersons to ASMC HQ, (2) timely preparation and mailing of the Chapter's business correspondence and (3) securing of stationery, post office box, and other materials needed to fulfill these responsibilities. • Collaborates with the Historian, Treasurer and Competition & Awards Committee in providing documents for the Chapter's historical records. • Assists the Membership Committee in ensuring correction of National HQ's quarterly membership roster within 45 days after it is mailed to the Chapter. • Performs other duties as assigned by the Chapter <i>President</i>.
<p>Treasurer In addition to the duties outlined in the Chapter's constitution and bylaws, the following specific responsibilities fall to this office</p>	<ul style="list-style-type: none"> • Oversees the Committees listed under Oversight above. • Serves as a voting member of the Planning Board. • Serves as a voting member of the Executive Committee. • Provides maintenance and security of the Chapter's monetary assets as recorded in its books of account and financial records, principally its checking account, budget, and investments. Insures the prompt publication and distribution of a monthly financial statement to the Executive Board a week in advance of its scheduled meeting. • Maintains the Chapter's non-profit status documentation. • Pays the Chapter's bills. Insures the signature of two Chapter officers are affixed to each check before it is released for payment. • Ensures appropriate signature cards are obtained, completed and submitted to the holders of the Chapter's checking, savings and investment accounts.

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| | <ul style="list-style-type: none">• Recommends ways to invest the Chapter's funds to the Executive Committee for consideration and approval/disapproval. Reminds the Board of expenditures that require voting by Chapter members to secure their concurrence.• Cooperates with the independent auditor in the evaluation and corrective actions needed to provide certification of the Chapter's books of account and financial records.• Submits the Chapter's annual financial report to ASMC Headquarters in advance of the deadline (which is 90 days following the installation of new officers).• Secures liability insurance which keeps Chapter members from incurring personal liability for Chapter debts, if directed by the Executive Committee.• Performs other duties as assigned by the Chapter <i>President</i> |
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