Chapter President-Elect

a. Basic functions include assuming the responsibilities of the chapter president in his/her absence; assisting the chapter president in carrying out the functions of that office and performing specific duties delegated by the chapter president; facilitating the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.

b. Within the limits of the bylaws and policies, the chapter president elect has the responsibility and authority to accomplish the duties set forth:
   (i) Ensures that all chapter communications are conducted in accordance with the ASID brand.
   (ii) Assumes the duties of the chapter president in his/her absence.
   (iii) Serves as a voting member of the chapter Board of Directors,
   (iv) Performs duties assigned by the chapter president.
   (v) Assists the chapter president in the performance of his/her duties,
   (vi) Attends the chapter’s annual meeting and special meetings as requested by the chapter president.
   (vii) Chairs the chapter’s strategic planning committee.
   (viii) Participates in training necessary for orientation as the chapter’s future president.
   (ix) Appoints committees and task forces for the fiscal year of his/her presidency.
   (x) Supports the mission of the Society, the policies and programs of the Society and chapter as adopted by national and chapter boards of directors.
   (xi) Responsible for preparation of the chapter’s annual workplan and budget; its presentation to the chapter board for review/approval.
   (xii) Ensures that the chapter has an active legislative plan.

Financial Director

a. This director is responsible for all chapter funds, in the name of the chapter. He or she is responsible for preparing the chapter’s budget, making regular financial reports to the board of directors, rendering an annual financial statement to the chapter membership and maintaining proper financial controls. He or she shall perform all other duties incident to office.

b. Preparation needed for effective service:
   (i) Receives financial training provided by ASID headquarters.
   (ii) Receives briefing on chapter systems from previous financial director and chapter administrator.

c. Planning
   (i) The financial director serves on the chapter workplan team and works with the president-elect to develop the budget.

d. Activities
   (i) Serves as a voting member of the chapter board of directors.
   (ii) Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors.
   (iii) Ensures that all chapter communications are conducted in accordance with the ASID brand.
   (iv) Receives and deposits all chapter funds in the name of the chapter, in a bank approved by the chapter board of directors. The chapter administrator may carry out this function.
(v) Makes authorized disbursements by check after proper approval by the president or chapter board of directors.
(vi) Oversees all of the chapter's checking, savings and investment accounts. Only the board of directors can open and close bank accounts.
(vii) Serves as signatory on accounts.
(viii) Is responsible for payment of all documented committee expenditures.

e. Reporting
   (i) Provides the chapter board with a monthly written report on the chapter's income and expenses, bank balances and financial well-being.
   (ii) Prepares an annual financial statement for the chapter membership.
   (iii) Keeps close communication with other officers, especially the chapter president, as to the financial status of the chapter.
   (iv) Prepares or reviews the quarterly chapter financial report, which is required by the Society's guidelines to be submitted to the Society's HST. This must be received by headquarters before release of the check for the chapter's membership dues allocation. Allocations are paid four times per year, after each quarter.
(v) Responsible for arranging the preparation and submittal of all tax returns (Forms 990, 990T and any state returns). Chapters are required to use a paid tax professional for returns.

4. Communications Director
   a. Basic responsibilities include exercising communications function for the chapter.
   b. Within the limits of the bylaws and policies, the communications director has the responsibility and authority to accomplish the duties set forth:
      (i) Plans and executes communications functions of the chapter.
      (ii) Serves as a voting member of the chapter board of directors.
      (iii) Supports the mission, policies and programs of the Society.
      (iv) Ensures that all chapter communications are conducted in accordance with the Society’s brand.
      (v) Orients successor communications director.
      (vi) Works with HST as needed to develop communications and strategies.
      (vii) Works with committee responsible for chapter award and other volunteer recognition programs.

5. Professional Development Director
   a. Basic responsibilities include exercising professional development function for the chapter.
   b. Within the limits of the bylaws and policies, the professional development director has the responsibility and authority to accomplish the duties set forth:
      (i) Plans and executes the professional development and program functions of the chapter.
      (ii) Serves as a voting member of the chapter board of directors.
      (iii) Supports the mission, policies and programs of the Society and chapter.
      (iv) Ensures that all chapter programs are conducted in response to assessed member/customer information and education needs.
      (v) Ensures that all chapter communications are conducted in accordance with the ASID brand.
      (vi) Ensures that all chapter professional development programs are conducted in accordance with the Society’s organizational messages and strategic direction.
      (vii) Orients successor professional development director.