

CHAPTER CHAIR-ELECT

The position of Chair-elect is a learning position for the person who will assume Chapter leadership at the conclusion of the Chair's term. The more involved the Chair-elect is in the activities of the Chapter, the easier it will be for the person in that position to assume overall responsibility. The Chair-elect, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Chair-elect has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

The Chair-elect is a member of the Area Council and a member of the Committee on Chapter Affairs.

The Chair-elect will be called upon to fill in during the absence of the Chair.

Various duties are assigned to the Chair-elect in accordance with established Chapter practices and in accordance with Chapter Bylaws. It is important that the Chair-elect read the Chapter Bylaws and specifically consult those sections of this manual which apply to any responsibilities which he or she might be given.

The Chair-elect should be responsible for the Chapter programs during his term as Chapter Chair therefore his planning efforts in this area should begin with his term as Chair-elect.

The Chair-elect is also responsible to see that the officers adhere to Society Policy regarding scholarships and charitable donations.

CHAPTER SECRETARY

The Chapter Secretary is responsible for ensuring the Minutes of all Chapter Board meetings are prepared and distributed. The Secretary, as an Officer of the Chapter, is authorized to sign contracts on behalf of the chapter and to sign checks issued for valid Chapter expenses. The Secretary has the fiduciary responsibility to see that members' monies are appropriated according to Society Policy.

Ensure that all Minutes of the Executive Committee and Board meetings are sent to Area Directors and to the SCC National Office. **Note:** Area Directors are to receive notice of all Chapter Executive Committee meetings and Chapter Board of Directors meetings in advance of the meeting.

- 1) Notify the National Office with the names of potential candidates running for Chapter Office in order that their membership status can be verified before the ballots are printed. (Officer Eligibility Form)
- 2) Ensure that ballots are mailed according to Chapter Bylaws and that when the address label file is requested from the Nation Office for Chapter elections, that the request is made for "voting members". Chapters should not use their own address files as only General, Retired and Emeritus members receive ballots. National Affiliates, Junior, Honorary, and Student members are not eligible to vote in Chapter elections.
- 3) Notify National with the results of the Election, including the name, address, phone, fax, and e-mail of the newly elected Officers.

The Secretary is also responsible to see that the officers adhere to Society Policy regarding scholarships and charitable donations.