

## Chapter President

### **Charge of Objectives**

To direct the activities of the chapter.

### **Method of Election**

Election at Southern Wisconsin of NACE Annual Meeting to be held yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must have completed two (2) years on the Chapter's Board of Directors.

Must be a member in good standing.

### **Term of Office**

Two (2) years. Maximum of 2 terms. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Report to the NACE National Board of Directors.
- Prepare CPC Reports for Educational and Leadership Conferences.
- Attend all Chapter Presidents Council meetings as well as all National leadership and educational conferences to represent the local chapter.
- Receive reports from National and forward to Chapter's Board of Directors.
- Oversee the direction, financial stability, image and unity of the local chapter.
- Network and maintain public relations efforts relating to special events, industry affiliated organizations and the needs of the local membership.
- Serve as official spokesperson to all media contacts.
- Act as one of three signatures on the Southern Wisconsin NACE checking account.
- Chair Board of Directors meetings.
- Act as chair of monthly chapter meetings to include updating membership on recently developed chapter news.
- Serve as liaison between the local chapter and NACE National.
- Contract on behalf of the chapter.
- Submit a President's Message for the e-newsletter.
- Serve as official representative of the chapter to allied organizations, unless a representative is appointed.
- Serve as an ex-officer member without vote on all committees except the nominating.
- Appoint committee chairs, if a vacancy occurs, with approval of the board.
- Oversee the preparation of the Chapter of the Year application in conjunction with the Immediate Past President with the assistance of the Board of Directors.
- Oversee the preparation of annual NACE Charterwatch document in conjunction with the Vice President and Treasurer.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Chapter Vice President**

### **Charge of Objectives**

Second in command after the President and is a voting member of the Board of Directors. Serves as a liaison between the Board of Directors and his/her committees.

### **Method of Election**

Election at Southern Wisconsin of NACE Annual Meeting to be held yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must have completed one (1) year as a committee chairperson.  
Must be a member in good standing.

### **Term of Office**

Two (2) years. Maximum of 2 terms. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Serve as a coordinator for annual National leadership and education conferences. Coordinate registration and travel plans for those attending the conferences.
- In case of death or absence of the President or of his/her inability for any cause to act, the Vice President shall perform the duties of the President.
- Submit written report of activities to the Chapter President to be presented at the Chapter Presidents Council held during all National leadership and education conferences.
- Promote CPCE certification and organize study groups for those interested.
- Act as one of three signatures on the Southern Wisconsin NACE checking account.
- Assist in the preparation of annual NACE Charterwatch document in conjunction with the President and Treasurer.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board.
- Serve as Board of Directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Chapter Secretary**

### **Charge of Objectives**

Responsible for maintaining the records of the chapter. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at Southern Wisconsin of NACE Annual Meeting to be held yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must have completed one (1) year as a committee chairperson.

Must be a member in good standing.

### **Term of Office**

Two (2) years. Maximum of 2 terms. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Record minutes at all Board of Directors meetings.
- Record minutes at any official Southern Wisconsin NACE meeting where recorded minutes are deemed necessary as decided by a vote of the Board of Directors.
- Distribute a typed record of the minutes within a one-week period to the Board of Directors.
- Maintain a diary of past meeting minutes for reference. This diary should be brought to all official meetings of the Southern Wisconsin Chapter of NACE.
- In the case of emergency meetings, notify members of the Board of Directors by telephone or e-mail.
- Send thank you letters to all parties involved in coordinating each meeting and prepare thank you cards for speakers and honorees -- both general membership meetings and board meetings.
- Maintain and update chapter Scrapbook including all meeting notices, menu cards, etc.
- Submit and adhere to an annual budget.
- Submit written report of activities to the Chapter President to be presented at the Chapter Presidents Council held during all National leadership and education conferences.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of Directors.
- Serve as Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## Chapter Treasurer

### **Charge of Objectives**

Responsible for the financial stability of the chapter and the maintenance of complete and accurate financial records of the chapter. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at Southern Wisconsin of NACE Annual Meeting to be held yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must have completed one (1) year as a committee chairperson.

Must be a member in good standing.

### **Term of Office**

Two (2) years. Maximum of 2 terms. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Maintain overall financial stability of local chapter of NACE to include establishment of an annual budget with the President, and analysis of ad hoc projects for cost effectiveness and profitability.
- Monitor budget and subsequent expense approvals by the Board of directors.
- Prepare and submit monthly Southern Wisconsin Chapter reports to National.
- Research and collect returned checks and unpaid invoices.
- Maintain meeting attendance records.
- Submit written report of activities to the Chapter President to be presented at the Chapter Presidents Council held during all National leadership and education conferences.
- Help collect moneys if needed at the monthly meetings and collect any outstanding receivables.
- Prepare quarterly report for the Board of directors on budget vs. actual numbers.
- Maintain \$100 bank to be used at registration table at monthly meetings.
- Deposit all moneys collected into the chapter bank account.
- Provide monthly financial statements to Board of directors.
- Work closely with Membership chair to ensure follow-up on delinquent rebates.
- Maintain files for bank statements, deposits and all accounting receivables & payables.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of Directors.
- Serve as a Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Chapter Immediate Past President**

### **Charge of Objectives**

Provide experience and guidance and is a voting member of the Board of Directors. Serves as a liaison between the Board of Directors and his / her committees.

### **Method of Election**

Becomes Immediate Past President at the end of his / her term of office as President.

### **Eligibility**

Must have served as President.

Must be a member in good standing.

### **Term of Office**

Two (2) years or more if current President is reelected. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Provide experience and guidance to the decision making process of the Board of Directors.
- Prepare and oversee mailing of annual call for nomination form to all current members and coordinate return responses.
- Submit written report of activities to the Chapter President to be presented at the Chapter Presidents Council held during all National leadership and education conferences.
- Serves as Nomination Chair and coordinates the installation of new officers.
- Assist President with overseeing preparation and execution of national award submissions.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Promote Foundation of NACE to local board of directors and entire chapter membership.
- Serve as a Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Chapter Event Professional**

### **Charge of Objectives**

Serves as a liaison between the Board of Directors and event professional membership. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at Southern Wisconsin of NACE Annual Meeting to be held yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must have completed one (1) year as a committee chairperson.

Must be a member in good standing.

### **Term of Office**

Two (2) years. Maximum of 2 terms. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Serve as a liaison between the National Event Professional and Southern Wisconsin Chapter event professional membership.
- Promote the event professional table for the membership meetings.
- Work with Director of Programs to secure entertainment, décor, linens, photographer and any other donations for the success of the monthly programs.
- Contact each event professional member to inquire about donation of programs, giving each member an equal opportunity to donate.
- Work with the Director of Programs to obtain the theme of monthly membership meeting and then secure appropriate event professional members and other donations for the success of the monthly program.
- Arrive at monthly programs 1 hour prior of start of event to ensure all event professional donations are set.
- Promote NACE membership to business contacts in the Southern Wisconsin area.
- Keep in contact with event professional membership of chapter and personally welcome new event professional members.
- With the support of the Director of Membership, track the event professionals that donate and prepare spreadsheet to present to the board of directors on a quarterly basis.
- Attend all New Member Orientation sessions to assist new event professional members.
- Submit written report of activities to the Chapter President to be presented at the Chapter Presidents Council held during the National Leadership and Educational Conferences.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Serve as Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Director of Membership**

### **Charge of Objectives**

Responsible for maintaining all chapter membership activities including maintaining member information, retention and recruitment campaigns and member services.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Review the monthly list of members whose membership is up for renewal within the next three months, the monthly list of dropped members and the monthly list of new members. Provide a report at each Board meeting as to the status of these members.
- Provide updated chapter roster for use at monthly meetings.
- Submits a membership article for e-newsletter that includes all new members and members on the move, changed positions or companies.
- Develop and recruit a committee to assist with call to inactive and prospective members.
- Execute and promote membership drives, including fall and spring NACE National drives.
- Send membership applications when requested to all prospective members attending monthly programs. Send any completed membership applications and checks directly to NACE National.
- Coordinate monthly calls to members to increase meeting attendance.
- Develop a welcome information kit to be sent to all new chapter members.
- Attend and facilitate each new member orientation.
- Communicate all changes of member information (address, company, etc.) to NACE national in a timely manner.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## Director of Programs

### **Charge of Objectives**

Responsible for managing a committee in selecting venues, developing themes and coordinating all logistical requirements for all Southern Wisconsin NACE meetings.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Confirm sites for all Southern Wisconsin NACE monthly programs using NACE member facilities in the Southern Wisconsin area, documenting all meeting specifics to facilities and caterers.
- Communicate with each property / facility to confirm date and meeting location four (4) months in advance.
- Appoints and recruits committee members to assist in planning of programs.
- Work with Director of Membership to ascertain that facilities, caterers and other pertinent parties being considered for each monthly program are members in good standing of the Southern Wisconsin Chapter of NACE.
- Work with committee to arrange host sites and themes for each monthly membership meeting and maintain all costs within approved budget.
- Approve menu with facility or caterer and forward appropriate information and billing to Treasurer.
- Coordinate and manage all logistical aspects of the monthly meetings developing a scripted agenda to document details for all parties involved.
- Coordinate with Event Professional all entertainment, linens and décor for monthly chapter programs and ensure policy guidelines are enforced with utilizing event professional services at each meeting.
- Arrive early to each chapter program to review event setup, including timing with the catering manager.
- Responsible for obtaining reservations for meeting attendance and communicating this to host venue a minimum of 72 hours in advance before meetings and continue to update as appropriate.
- Provide thank you information for each monthly program, outlining the provider of food, beverage, audio visual, speakers and any special decor or setup costs involved in producing monthly meetings. These thank you's should be listed on menu card/program to be provided to each member attending the chapter meeting.
- Greet speaker upon arrival and review presentation content and introduction prior to the start of the meeting.
- Determine and confirm program content (speaker, entertainment, panel discussion, etc.) for all Southern Wisconsin NACE monthly meeting, documenting specifics to all speakers involved.
- Approves cost of any speakers prior to commitment in conjunction with the President.
- Submit and adhere to the annual budget.
- Provide Webmaster with a recap of each monthly chapter meeting for the e-newsletter, providing all details from previous months meeting including thank you information. Also, provide future meeting and program information for inclusion in upcoming chapter e-newsletters.
- Provide the Secretary with the names/addresses those that need to have thank you card sent to them after chapter meeting.
- Provide President with list of thank you's and future meeting information for his announcement at meeting.
- Create and distribute surveys at each monthly program. Compile evaluations from each program and present to board at each Board of Directors meeting.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Director of Fundraising**

### **Charge of Objectives**

Responsible for managing all chapter annual and monthly fundraising projects.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings (maximum of 2 absences).
- Attends all Southern Wisconsin NACE Board of directors meetings submitting a report of activities for fundraising efforts.
- Responsible for planning an annual fundraiser project and appoint necessary subcommittee chairs to execute scheduled events.
- Responsible for obtaining items for monthly raffle as well as coordinating sales of tickets.
- Design and print programs and tickets for fundraisers and coordinate invites and distribution of them.
- Submit and adhere to the annual budget.
- Collect all monies for fundraising efforts and prepare financial reports with Treasurer.
- Collect all rsvp's for fundraisers.
- Work with Director of Marketing to promote all fundraising efforts.
- Communicate with Event Professional for all donations for fundraising.
- Report all donations to secretary for thank-you recognition and Director of Membership for tracking.
- Hold committee meetings to discuss and confirm current and upcoming committee projects.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## Director of Community Service

### **Charge of Objectives**

To maintain a high level of involvement in the Southern Wisconsin area regarding community service projects by actively involving the Southern Wisconsin Chapter of NACE with various charities throughout the year.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Contact various charitable organizations throughout the Southern Wisconsin area to schedule quarterly community service projects involving NACE membership.
- When coordinating quarterly community service projects, try to coordinate project with a theme of one of the monthly programs when possible.
- Work with Director of Fundraising to secure and choose a charity to work with for annual NACE gala.
- Act as liaison between the designated charity and Southern Wisconsin NACE concerning the annual NACE gala. Meet with the designated charity to assess needs and expectations and solicit NACE members to assist with any additional fundraising projects for the designated charity throughout the calendar year.
- Prepare written information concerning the designated charity for the e-newsletter, ensure information is on the NACE website, prepare flyers to be e-mailed a month prior to each service project with the designated charities and donations.
- Submit and adhere to an annual budget.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## Webmaster

### **Charge of Objectives**

Responsible for managing all updates on chapter website and coordinating all efforts of e-newsletter.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Direct the efforts of obtaining information for the Chapter e-newsletter.
- Execute the distribution of the e-newsletter.
- Submit e-newsletter final proof copy to the Chapter President for final approval before distribution.
- Maintain the Chapter's web site and responsible for continued development of the web site.
- Change NACE website the day after each event for the following month's event.
- Update member list on chapter website monthly by downloading update from National.
- Coordinate the design and circulation of meeting notices and invitations.
- Work with Webmaster to create e-newsletter. E-newsletter to include recipe of the month, board feature, member feature etc.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## **Director of Marketing**

### **Charge of Objectives**

Responsible for managing all chapter communications to include all public relations and other marketing efforts.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Recruit committee members to assist in any necessary assignments.
- Update and maintain chapter's social media outlets.
- Develop press/media relations and issue press releases and notices for all noteworthy NACE happenings.
- Extend invitations to press for appropriate Chapter events.
- Submit and adhere to an annual budget.
- Gather any newspaper or media coverage of NACE or NACE events as well as copies of chapter newsletter any other memorabilia pertaining to the chapter.
- Arrange for a member photographer to be present at each chapter meeting to document event.
- Work with Webmaster to create e-newsletter. E-newsletter to include recipe of the month, board feature, member feature etc.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

## Hospitality Chair

### **Charge of Objectives**

Responsible for managing the reservations and registration areas for all Southern Wisconsin NACE meetings.

### **Method of Election**

Nominated and voted upon by Board of Directors yearly between September 1<sup>st</sup> and November 30<sup>th</sup>.

### **Eligibility**

Must be a member in good standing.

### **Term of Office**

Two (2) years. May serve up to 10 years on the Board of Directors. Can only hold one elected office at a time.

### **Responsibilities:**

- Check website on regular basis and enter all phoned in registrations into website registration in a timely manner.
- Enter all comps into website registration (including speaker). Event Professional to provide names of sponsors that are to be given complimentary registration
- Maintain supplies for name tags, including ribbons.
- Arrive early to each chapter program and have name tags and registration forms ready for Treasurer a half hour prior (5:30pm) to start time.
- Responsible for total reservations for meeting attendance and communicating this to Program chairs to communicate to host caterer by Thursday prior to the event with daily updates.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.