

BAHIA CHAPTER BOARD and COMMITTEE POSITIONS

COMMITTEE	BOARD CONTACT	DURATION	DESCRIPTION
1st Vice President / Membership	President	Continuous	Assist president; in absence of Membership Committee, recruit members through contests, Impact meetings, etc.; provide guest packets at each meeting. Retain members through phone contact, surveys, etc.;
2nd Vice President / Programs	President	Continuous	In absence of Programs committee, plan and coordinate monthly meetings and programs by providing speakers, obtain CPS/CAP recertification credit, etc.
Ambassador	1st V. P.	Monthly meetings, other Bahia-sponsored events	Greet members, guests; introduce guests/new members to others.
Bylaws & Standing Rules	Secretary (Recording)	Continuous	Maintain bylaws/standing rules; bring to dinner meetings; update and submit to CA Div. as required.
Certification Programs	1st V. P.	1st Fri. & Sat. in May & Nov.; other as required	Promote certification programs; attend CPS/CAP exams in May & Nov. for support.
Communications & Arrangements	1st V. P.	Monthly meetings	Greet & check-in members/guests; provide guest badges; turn over income & attendance to Treasurer; distribute fliers, etc., to members/guests at check-in.
Community Service	Treasurer	Continuous	Solicit community service activities for chapter involvement.
Educational Seminar	2nd V. P.	As Needed	Plan event: hotel/speaker, program/fliers, budget/treasury.
Employment	2nd V. P.	Continuous	Maintain database of job openings & members seeking new opportunities; present job requests at dinner meetings.
Membership	1st V. P.	Continuous	Recruit members through contests, recruitment meetings, etc.; provide guest packets at each meeting. Retain members through phone contact, surveys, etc.
Multi-Chapter Symposium	Secretary (Recording)	March - September	Plan annual event with Valencia-O.C., Orange Empire, Pomona, Rancho Cucamonga chapters. Assignment changes yearly: Coordinator/Treasurer/Registration, Exhibitors, Speakers/Hospitality, Program/Flier/ Publicity. Event held 1st Saturday in October.
New Chapter Development	Secretary (Corresponding)	As Needed	Coordinate charter of new chapters.
Nominations	Secretary (Recording)	March - May	Solicit nominations for Board of Directors positions; conduct election.
President		Continuous	Preside over all meetings; transact chapter business; countersign checks; attend California Division Meeting and International Convention as Chapter Delegate.
Publicity	Secretary (Corresponding)	Continuous	Place dinner meeting/event notices in local newspaper, cable channels, etc., as appropriate.
Retirement Trust Foundation	Treasurer	September - November	Create fundraising event for donation to RTF.
Secretary (Corresponding and/or Recording)	President	Continuous	Recording: keep accurate record of all meetings; prepare/distribute minutes of business transacted at Board, monthly, annual meetings; custodian of Chapter Charter; countersign checks with President or Treasurer on chapter funds. Corresponding: conduct correspondence of Chapter; keep up-to-date Chapter history.
<i>Spinnaker</i> Newsletter	Secretary (Corresponding)	Monthly	Compile monthly newsletter; send copies to members.
Treasurer	President	Continuous	Present annual budget to membership for approval; be responsible for all chapter funds; maintain financial records in current and accurate condition; prepare monthly report; make disbursements as authorized by Chapter Board and/or budget; pay all bills promptly forward dues to IAAP headquarters; be bonded; prepare detailed financial report for term of office and provide to Board and financial reviewer.
Ways & Means	Treasurer	Continuous	Coordinate fundraising events and items for sale to raise funds for the Chapter. Maintain Ways & Means stock, suggest additional items as required.
Webmaster	2nd V. P.	Continuous	Maintain and update Bahia webpage