

# AMWA INDIANA CHAPTER EXECUTIVE COMMITTEE HANDBOOK 2018

This handbook is a guide to the specific minimum responsibilities of each Chapter officer, standing committee, and delegate.

## I. Officers

- A. The President shall:
  - (i) Preside at general, business, and Executive Committee meetings of the Chapter;
  - (ii) Serve as:
    - (a) Chairperson of the Executive Committee;
    - (b) Ex officio member of all committees except the Nominating Committee;
    - (c) Coordinator of all Chapter projects; and
  - (iii) Delegate duties not specifically assigned to other Executive Committee members;
  - (iv) Appoint standing and temporary committees;
  - (v) Monitor the progress of all Chapter activities; and
  - (vi) Notify AMWA headquarters of any change in officers.
- B. The President-Elect shall:
  - (i) Attend all general, business, and Executive Committee meetings of the Chapter and preside at those meetings in the absence of the President; and
  - (ii) Serve as:
    - (a) Chairperson of the Nominating Committee;
    - (b) A member of the Budget and Finance Committee; and
- C. The Immediate Past President shall:
  - (i) Advise the President; and
  - (ii) Update, with approval of the Executive Committee:
    - (a) The AMWA Indiana Chapter Executive Committee Handbook; and
    - (b) Chapter standard operating procedures.
- D. The Secretary shall:
  - (i) Attend all general, business, and Executive Committee meetings of the Chapter;
  - (ii) Take minutes of business and Executive Committee meetings; and
  - (iii) Keep the executive director of AMWA and the editors of AMWA publications informed of the activities, meetings, and elections of the Chapter.
- E. The Treasurer shall:
  - (i) Attend all general, business, and Executive Committee meetings of the Chapter;
  - (ii) Establish and maintain financial accounts of the Chapter, including:
    - (a) A checking account having two signatories (the treasurer and an additional member of the Executive Committee); and
    - (b) A debit card, the use of which requires for each transaction preapproval of the treasurer and an additional member of the Executive Committee;from which all bills are paid;
  - (iii) Keep accurate financial records and transmit them to the succeeding Treasurer;
  - (iv) Prepare and read at each Executive Committee meeting a brief report on:
    - (a) Receipts;
    - (b) Expenditures; and
    - (c) Current checking account balance;
  - (v) Serve as chairperson of the Budget and Finance Committee; and
  - (vi) Each year, as directed by AMWA's "Manual of Procedures for AMWA Chapters" and with approval of the Executive Committee, submit to AMWA headquarters and to the AMWA treasurer:
    - (a) A formal Chapter financial statement listing income and expenses of the past year; and
    - (b) A formal Chapter budget listing proposed income and expenses of the forthcoming year.

## II. Standing Committees

- A. The Executive Committee shall preapprove of all purchases of \$250 or more;
  - (i) Each member of the Executive Committee shall, at the start of the member's term of service and by recorded signature or by recorded voice vote, agree to the Chapter's Conflict of Interest Policy;
- B. The Budget and Finance Committee shall prepare and submit to the Executive Committee for approval:
  - (i) A budget listing proposed income and expenses of the forthcoming year; and
  - (ii) A formal Chapter financial statement listing income and expenses of the past year;
- C. The Education Committee shall with input from the executive committee:
  - (i) Plan and implement formal educational activities, including an annual Chapter conference; and
  - (ii) Broadcast educational activities to Chapter members.
- D. The Marketing Committee shall:
  - (i) Engage Chapter members and external audiences in conversation about the value of the Chapter;
  - (ii) Identify opportunities to collaborate with other organizations located in Indiana; and
  - (iii) Support the use of technology for the benefit of Chapter members throughout Indiana;
- E. The Member Resources Committee shall:
  - (i) Maintain a register of active Chapter members and volunteers;
  - (ii) Plan and implement efforts to recruit and retain Chapter members;
  - (iii) Send a message of welcome to each new member and encourage each dropped member to renew membership;
  - (iv) Encourage members to participate in Chapter activities; and
  - (v) Solicit member preferences for Chapter volunteer, program, education, and other activities;
- F. The Program Committee shall with input from the Executive Committee:
  - (i) Plan and implement social and informal educational activities; and
  - (ii) Broadcast informal educational activities to Chapter members.
- G. The Publications Committee shall:
  - (i) Publish a monthly newsflash and a biannual newsletter; and
  - (ii) Solicit original articles and interviews for the newsletter.