



SOUTHERN NEW ENGLAND CHAPTER
serving Connecticut, Massachusetts and Rhode Island since 1946

The following are the job descriptions for volunteer Board of Director positions:

PRESIDENT (1 year term)

The President shall preside at meetings of the chapter and the board. He/she shall constitute such committees as he/she deems necessary and proper and shall make all appointments to the committees and shall perform all other duties incidental to this office and shall with approval of the board make such temporary appointments of officers as may be necessary between meetings.

VICE PRESIDENT (1 year term)

The Vice President, in the absence of the President, shall assume the responsibilities of the President. In case of a vacancy in the presidency, the Vice President shall serve as President for the remainder of that year; in case of a vacancy in the office of President-Elect, the Vice President shall serve as President-Elect for the remainder of the year.

SECRETARY (1 year term)

The Secretary will keep minutes of all regular and special meetings of the chapter, and at the discretion of the President, shall issue notices of all meetings and shall perform such other duties as are incidental to the office.

TREASURER (2 year term)

The Treasurer shall be responsible for all funds of the chapter, although the Administrator/Event Coordinator handles much of the fiscal responsibility for the board. He/she shall be elected for a minimum term of two years.

STATE DIRECTOR (3 year term)

In addition to managing the membership for his/her state and participating in the Board's monthly teleconference meetings, the State Director also coordinates the Chapter's summer meeting on a rotating basis. State Director election rotation is as follows: Connecticut, FY 2017; Rhode Island FY 2018; and Massachusetts FY 2019.

STUDENT DIRECTOR (1 year term)

The Student Director must be a full-time student enrolled at an accredited university of college, pursuing a course of study relevant to the chapter's mission. The student director will work directly with the Administrator/Event Coordinator, with guidance from the board through monthly teleconference meetings, to help coordinate student outreach and participation.

It is the policy of the Chapter to maintain an independent contract for a part-time Administrator/Event Coordinator.

ADMINISTRATOR/EVENT COORDINATOR (1 year paid position)

The Administrator/Event Coordinator will complete administrative, marketing and leadership activities. These will include coordination of Board meetings and action items follow-up, managing correspondence, maintaining contact with members and the national staff, submitting reports and maintaining records, serving as point of contact for the public, assisting the Board in implementing their mission and annual plan, and managing the Chapter website. A contract covering the duties and compensation will be negotiated.

If you wish to volunteer for the Board or to apply for the Administrator/Event Coordinator position, please contact Christine Odiaga at (508) 945-3283 or info@swcssnec.org.