

# Apra NW board position descriptions

Any Apra NW member in good standing can nominate themselves for a position on the board. Terms of service begin on July 1 and last for two years. Elections take place in early-June. Positions are elected annually on a staggered cycle - see annotation by role.

## President

Cycle A

Responsible for setting the strategic direction and priorities of the chapter, in consultation with the board and the membership. Chairs all meetings, sets the agenda for the board meetings, and acts as a spokesperson for members of the local chapter. Serves as the representative for the chapter to APRA International (including opportunity to travel to annual chapter leaders' summit in February).

## Membership Director

Cycle A

Does outreach to promote Apra NW, identifies and recruits new potential members, and works to retain existing members. Works with the Webmaster to maintain member information for Apra NW records

## Mentorship Director

Cycle A

Responsible for the Mentor program, which matches volunteer mentors with members who want to be mentored. Works closely with the Membership director to coordinate communication with new and potential members.

## Webmaster

Cycle A

The Webmaster is responsible for creating and maintaining web and online forms, managing and maintaining the chapter web site including job postings, event notes and registrations. Periodically works with the membership, mentorship, and programming directors on issues related to the member directory, event registration, and outreach.

## Conference Chair

Cycles A&B

This is a ONE YEAR POSITION: volunteer to show off your local area and highlight topics near and dear to you!

The Conference Chair is responsible for coordinating the annual Apra NW chapter conference in the spring. This involves: vetting and securing speakers, location, and content for the conference, as well as communicating frequent updates to the other members of the

board. S/he handles the conference logistics, and prepares conference materials with the assistance of a conference committee member.

## Treasurer / Vice President

Cycle B

Treasurer/Vice President will act on President's behalf should the President be unavailable. This person handles all chapter financials, including: invoicing, billing, and expense reimbursement. The Treasurer/VP also maintains financial records, serves as purchaser, creates budgets, and is responsible for bank accounts, PayPal account, and investment management. The Treasurer / VP prepares tax filings and annual statements of activities and financial position, and works with the Secretary to submit required documents.

## Secretary

Cycle B

The Secretary is responsible for taking board minutes, distributing agendas to members of the board, and maintaining chapter documentation and archives. S/he receives board nominations and oversees annual chapter elections. The Secretary works with the Treasurer to prepare and submit all chapter filings. The Secretary also organizes and distributes events materials and handouts, including attendee lists.

## Programming Director

Cycle B

The Programming Director is responsible for securing speakers, locations, and content for chapter events (outside the annual conference - see Conference Chair). The Programming Director coordinates program communication to membership and external audiences, and interfaces with the Regional Representatives to coordinate distance programming. They may involve volunteers or a sub-committee when needed.