

# NIC-ASA

## Duties of Executive Committee Members



<p><b>President</b></p>	<ul style="list-style-type: none"> <li>• Officiate over all Chapter events, if available. Otherwise, designate another Executive Committee Member to officiate over a Chapter event</li> <li>• Provide input to chapter newsletter</li> <li>• Preside at all general meetings of the members and all meetings of the Executive Committee</li> <li>• Exercise general supervision over the interests and welfare of the Chapter</li> <li>• Appoint committees and determine which member shall serve as its chair, except as provided otherwise by the Constitution or the Bylaws; All such appointments will be subject to the approval of the Executive Committee</li> <li>• Be an ex-officio member of all committees, except the Nominating Committee</li> <li>• Call all meetings of the members and of the Executive Committee</li> <li>• Perform such other duties as normally pertain to the office of President</li> <li>• Appoint at least two members to audit outgoing Treasurer's books</li> <li>• Update ASA on a yearly basis regarding Chapter information</li> </ul>
<p><b>President-Elect/Program Chair</b></p>	<ul style="list-style-type: none"> <li>• Organize Program Committee meeting to discuss annual chapter activities (this is usually held in the fall, preferably between August and October, to organize plans for the next year)</li> <li>• Contact speaker and follow-up to obtain abstracts, bios, and presentations. Preliminary contact with the speakers is usually conducted by volunteers from the Program Committee with final contact made by the President-elect/Program Chair.</li> <li>• Provide input to chapter newsletter</li> <li>• Act in the absence or during the incapacity of the President</li> <li>• Act as Chair of the Program Committee</li> <li>• Perform such other duties as may be assigned by the President or the Executive Committee</li> <li>• Create Summer Workshop materials for attendees</li> </ul>
<p><b>Past President</b></p>	<ul style="list-style-type: none"> <li>• Serve as a member of the Executive Committee</li> <li>• Perform such other duties as may be assigned by the President or the Executive Committee</li> </ul>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• Prepare and maintain meeting minutes</li> <li>• Prepare timelines for annual activities</li> <li>• Prepare and submit news releases concerning chapter activities to publications of the national organization, e.g., AMSTAT NEWS</li> <li>• Be custodian of all records and papers of the Chapter, except the records of the Treasurer or other records designated by action of the Executive Committee</li> <li>• Send reminders to other officers about deadlines and action items</li> <li>• Perform other duties which are normally a part of the office of Secretary and such other duties as may be assigned by the President or Executive Committee</li> <li>• Contact ASA Office with respect to change in Chapter Officers</li> <li>• Maintain the description of duties by sending it out for review and update it each summer</li> </ul>
<p><b>Treasurer and Membership Chair</b></p>	<ul style="list-style-type: none"> <li>• Maintain chapter financial records</li> <li>• Prepare financial statements</li> <li>• Make payments as appropriate to speakers and vendors for meeting venues</li> <li>• Maintain membership list with contact information of all members</li> <li>• Receive and disburse all funds of the Chapter and deposit them in a bank as directed by the Executive Committee</li> <li>• Report to the Executive Committee at each meeting and the members at the Annual Business Meeting</li> <li>• Provide records for audits requested by the Executive Committee</li> <li>• Collect registration forms for the Spring and Fall Meetings and Summer Workshop; provide headcount to Arrangements Coordinator within 7 days prior to a scheduled Chapter activity</li> <li>• Perform such other duties as may be assigned by the President or Executive Committee</li> </ul>

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<b>Associate Treasurer</b>	<ul style="list-style-type: none"> <li>• Provide support to the Treasurer</li> <li>• Assist with registration at Spring and Fall Meetings and Summer Workshop</li> </ul>
<b>Newsletter Editor</b>	<ul style="list-style-type: none"> <li>• Put together and circulate the chapter newsletter</li> <li>• Make announcements about events to chapter members</li> <li>• Create registration form for all events and send to members</li> <li>• Work with Workshop Publicity to prepare announcement for Summer Workshop</li> </ul>
<b>Newsletter Associate Editor</b>	<ul style="list-style-type: none"> <li>• Provide support to the Newsletter Editor</li> </ul>
<b>Arrangements Coordinator</b>	<ul style="list-style-type: none"> <li>• Make arrangements for venues for chapter events</li> <li>• Negotiate pricing with vendors for meeting venues</li> </ul>
<b>Chapter Listserv</b>	<ul style="list-style-type: none"> <li>• Maintain chapter listserv</li> <li>• Give permission to executive committee members as appropriate access to listserv</li> </ul>
<b>Chapter Representative</b>	<ul style="list-style-type: none"> <li>• Act as liaison between chapter and ASA</li> <li>• Update ASA as appropriate on chapter activities</li> <li>• Complete the chapter report on the ASA website in the Spring of each year</li> <li>• Act as Representative to the Association's Council of Chapters</li> <li>• Serve as a member of the Executive Committee</li> <li>• If unable to attend an Association Council Meeting, shall appoint an alternate who is a full member of the Association</li> <li>• Perform such other duties which are normally part of the office of Representative to the Association's Council of Chapters and such other duties as may be assigned by the President or Executive Committee</li> </ul>
<b>Workshop Publicity</b>	<ul style="list-style-type: none"> <li>• Work with Newsletter Editor to prepare announcement for Summer workshop</li> <li>• Arrange for distribution of Summer Workshop announcement</li> <li>• Publicize Summer Workshop to other chapters (e.g., to all ASA members in Illinois, Indiana, Michigan, and Wisconsin) and other interested parties (e.g., local universities)</li> </ul>
<b>Community Activities</b>	<ul style="list-style-type: none"> <li>• Identify and promote outreach community activities for chapter members to participate</li> <li>• Arrange for chapter members to participate in community activities</li> </ul>
<b>Webmaster</b>	<ul style="list-style-type: none"> <li>• Maintain chapter website</li> <li>• Work with Newsletter Editor and Workshop Publicity to post news on chapter's website</li> </ul>