

**AMWA Mid-America Chapter**  
Duties of the Chapter Officers

<b>Officer</b>	<b>General Duties</b>	<b>Reporting Responsibilities</b>
<b>President</b>	<ul style="list-style-type: none"> <li>• Serves as chairperson of the Executive Committee and as ex officio member of all other committees</li> <li>• Presides at executive board meetings of the chapter as coordinator of all chapter projects</li> <li>• Delegates duties not specifically assigned to other executive board members</li> <li>• Appoints standing and temporary committees</li> <li>• Monitors the progress of all chapter activities</li> </ul>	<ul style="list-style-type: none"> <li>• Submits chapter semi-annual reports in March and September</li> <li>• Informs headquarters of chapter delegate to Spring BOD meeting</li> </ul>
<b>President-elect</b>	<ul style="list-style-type: none"> <li>• Presides at general, business, and executive board meetings of the chapter in the absence of the president</li> <li>• Acts as chairperson of the Nominating Committee</li> <li>• Acts as program chairperson</li> <li>• Assists president in all his or her duties and responsibilities and becomes president at the end of the current president's term</li> </ul>	
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Attends all general, business, and executive board meetings of the chapter</li> <li>• Takes minutes at all business and executive board meetings</li> <li>• Keeps a list of members of the chapter</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and mails announcements for chapter meetings</li> <li>• Prepares a report for the annual business meeting</li> <li>• Informs the executive secretary of AMWA and editors of the Chapter newsletter and the National</li> </ul>

**AMWA Mid-America Chapter**  
Duties of the Chapter Officers

<b>Officer</b>	<b>General Duties</b>	<b>Reporting Responsibilities</b>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Establishes a checking account</li> <li>• Deposits all monies paid to the Chapter in the Chapter's bank account</li> <li>• Pays all bills approved by the Executive Committee or the president</li> <li>• Keeps accurate financial files and passes them on to the next chapter treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Attends all general, business, and executive board meetings of the chapter</li> <li>• Prepares a brief report to be read at each chapter board of directors meeting on receipts, expenditures, and latest balance</li> <li>• Files an annual report with the Executive Committee, in July, of income and disbursements with a balance sheet of the Chapter's finances</li> <li>• Files with the Executive Committee, in July, an estimated operating and program budget for the upcoming year</li> <li>• Files both annual report and budget with the National Treasurer by August 1</li> <li>• Arranges for the filing of yearly tax returns</li> </ul>
<b>Membership Chair</b>	<ul style="list-style-type: none"> <li>• Attends all general, business, and executive board meetings of the chapter</li> <li>• Plans recruiting methods and retention efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Notifies headquarters of all name and address changes of chapter members</li> <li>• Sends monthly welcome e-mails to new members, including link to Chapter Web site and latest issue of newsletter</li> <li>• Forwards monthly list of chapter members received from AMWA headquarters to Newsletter Chair and St. Louis Freelance Luncheon coordinators</li> </ul>

**AMWA Mid-America Chapter**  
Duties of the Chapter Officers

<p><b>Newsletter Chair</b></p>	<ul style="list-style-type: none"> <li>• Sets up yearly schedule for producing quarterly newsletter and soliciting contributions</li> <li>• Works with president to determine items of major interest to the chapter</li> <li>• Produces .pdf file of newsletter for e-mail distribution to Chapter</li> <li>• Maintains archive of previous issues</li> </ul>	<ul style="list-style-type: none"> <li>• Gives the chapter BOD delegate information on the chapter newsletter's activities to include in the chapter report sent before each BOD meeting</li> <li>• Works with membership chair to send important updates to members, make announcements to new members, print obituaries, etc.</li> <li>• If requested, distributes copies of chapter newsletter to headquarters, other chapters, the AMWA Journal editor (for possible inclusion in the Chapters Corner section of the Journal), and the Administrator of Chapters</li> </ul>
<p><b>Webmaster</b></p>	<ul style="list-style-type: none"> <li>• Maintains current web site, including hosting and domain name registration</li> <li>• Works with chapter officers to post and update information regarding chapter contacts and activities</li> <li>• Uploads newsletter issues</li> <li>• Ensures that Web site complies with AMWA's Chapter Web Site Guidelines</li> </ul>	
<p><b>St. Louis Freelance Luncheon Coordinator(s)</b></p>	<ul style="list-style-type: none"> <li>• Hosts bi-monthly luncheons (January, March, May, July, September, November)</li> <li>• Solicits topics and speakers</li> <li>• Sends e-mail invitations with RSVP request prior to event</li> <li>• Makes and confirms restaurant reservations</li> </ul>	<ul style="list-style-type: none"> <li>• Notifies webmaster as soon as events are planned, so they can be posted online</li> <li>• Writes articles for the chapter newsletter and semi-annual chapter reports about topics discussed at the luncheons and future events planned</li> </ul>