President-Elect/President/Past-President (3 year term)

1. Program Committee Chair (year 1) - Serves as Chair of the Programming Committee, and plans the programs. Programs can include technology meetings, webinars, dine arounds, and the annual holiday gathering – including the Annual Business Meeting.
2. Form a program committee and meet regularly, in whole or in part, to suggest, schedule and arrange for the necessary parts of producing programs for the Chapter.
3. Coordinate publicity for the programs with the Director of Communications and the Webmaster
4. Coordinate financing for the programs with the Treasurer and the Sponsorship Chair
5. Assign committee members tasks relating to speakers, location, dinner to accompany the program, hospitality (name tags), networking assistance (buddy program for first time attendees & student members).
6. Follow up with each committee member and offer suggestions as solicited.
7. Member of the Executive Board. Attend all Board and Advisory Council meetings.
8. Discuss strategic planning with the Chapter President.
9. Recruit Advisory Board members for the Presidential year to follow.
10. Participate in leadership training offered by HQ.
11. Attends Annual Conference. NJ Chapter covers the cost.

President (year 2)
1. Presides over Executive Board and Advisory Council meetings.

1. Schedules meetings.
2. Runs the meetings and insures actions passed by the Board and Council are carried out.
3. Serves as Ex-officio member of all committees.
4. Recommends policies and procedures to the Board and Council.

2. Participate in leadership training offered by HQ.

3. Attends Annual Conference. NJ Chapter covers the cost.

4. Files necessary reports with HQ.

5. Trains President-Elect.

6. Chapter liaison with HQ.

7. Co-signer with the Treasurer for financial matters, as needed.

8. Attend Chapter programs.

9. Presides over Chapter’s Annual Business Meeting.

10. Appoint Chairs for the committees and positions necessary to run the Chapter.

11. Discuss strategic planning with the President-Elect.

12. Makes awards to members who have served the Chapter or who have made an extra effort in performing their Chapter duties.

Past-President (year 3)

1. Member of the Executive Board.
2. Attend and participate in Executive Board and Advisory Council meetings.
3. Revise Governing Documents and Chapter Practices Manual, if needed.
4. Serves as Chair of the Nominating Committee.

Secretary (1 year term)

1. Member of the Executive Board
2. Record and distribute minutes of the Executive Board and Advisory Council meetings
3. Minutes include: Date of the meeting, name of the Chapter, Roll call of attendees and those absent, time the meeting began, approval/correction of previous meeting minutes; separate paragraph for each topic covering the issue, discussion (and by whom), motion for action (including who moved the item and the second, and results of the motion vote), final paragraph is who moved & seconded the motion to adjourn and the time, signature of the Secretary.
4. Approved minutes (with any corrections made to them) are sent to the Webmaster and Archivist.
5. Collection of all of the minutes are sent to HQ at the end of the calendar year.
6. Record and distribute minutes of the Annual Business Meeting
7. A-C – same as above.
8. Arrange for copies of the previous year’s minutes and Treasurer’s report for each attendee at the annual business meeting. Distribute these. Collect and destroy extras and any copies left behind after the meeting is over.
9. Conduct official correspondence and maintain a file of current records including other official correspondence. Turn over any archival material to the Archivist at the end of the year.

Treasurer (2 year term)

1. Member of the Executive Board
2. Custodian of the Chapter Funds and bank accounts
3. Maintain records for the Chapter spending
4. Automatic member of the Program Committee to contribute and gather information about cost and spending for events
5. Pays invoices as presented for Chapter spending
6. Deposits allotment funds from HQ and sponsorship money
7. Reports on the Chapter’s finances regularly to HQ as required.
8. Prepares annual financial report for the annual Business Meeting of the Chapter (Dec.)

Director of Communications (2 year term)

1. Member of the Executive Committee
2. Distributes notifications for events and other communications using SLA CONNECT and emails
3. Automatic member of the Program Committee to gather information and construct flyers for Chapter events