

## Chapter President

### **Charge of Objectives**

To direct the activities of the chapter

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting

### **Eligibility**

Must have completed two (2) years on the chapter board of directors.

Must be a Member in good standing.

### **Term of Office**

One (1) year. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Report to the NACE National Board of Directors.
- Attend annual NACE Evolve Conference.
- Receive national communications and forward to chapter's board of directors.
- Oversee the direction, financial stability, image and unity of the local chapter.
- Network and maintain public relations efforts relating to special events, industry affiliated organizations and the needs of the local membership.
- Serve as official spokesperson to all media contacts.
- Chair Board of Directors meetings.
- Act as chair of monthly meetings to include updating membership on recently developed chapter news.
- Attend all Chapter Leaders' Council meetings at the Experience! conference to represent the local chapter.
- Serve as liaison between the local chapter, NACE National and CLC chair.
- Contract on behalf of the chapter.
- Submits a President's Message for the e-newsletter.
- Serve as official representative of the chapter to allied organizations, unless a representative is appointed.
- Serve as an ex-officio member without vote on all committees except the nominating.
- Appoint committee chairs, if a vacancy occurs, with approval of the board.
- Complete quarterly reporting for national transmittal and confirm with secretary/treasurer.
- Complete annual CharterWatch documentation and submit to national for approval.
- Assist the immediate past president with the preparation of award submissions, with further assistance from the board.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter President**

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**Date**

## Chapter Vice President

### **Charge of Objectives**

Second in command after the President and is a voting member of the Board of Directors. Serves as a liaison between the Board of Directors and his/her committees.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting

### **Eligibility**

Must have completed one (1) year as a committee chairperson

Must be a Member in good standing

### **Term of Office**

One (1) year. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Serve as a coordinator for the annual Evolve Conference and Experience! conferences. Coordinate registration and travel plans for those attending the conferences.
- Coordinate chapter scholarship applications for annual Experience! conference.
- In case of death or absence of the President or of his/her inability for any cause to act, the Vice President shall perform the duties of the President.
- Attend all Chapter Leaders' Council meetings and the Experience! conference to represent the local chapter (in addition to chapter president and when available).
- Promote CPCE certification and organize study groups for those interested.
- Serve as Board of director's liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

*I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.*

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*Chapter Vice President*

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*Date*

### **Chapter Secretary/Treasurer**

*(this position may be occupied by one or two people)*

#### **Charge of Objectives**

Responsible for maintaining the records of the chapter. Serves as a liaison between the Board of Directors and his /her committees.

#### **Method of Election**

Election at **MONTH** NACE Chapter Meeting

#### **Eligibility**

Must have completed one (1) year as a committee chairperson

Must be a member in good standing

#### **Term of Office**

One (1) year. Can only hold one elected office at a time.

#### **Responsibilities:**

- Attend all meetings of the board of directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Record minutes at all board of directors meetings.
- Record minutes at any official chapter meeting where recorded minutes are deemed necessary as decided by a vote of the board of directors.
- Distribute a typed record of the minutes within a one-week period to the board of directors.
- Maintain a diary of past meeting minutes for reference. This diary should be brought to all official meetings of the chapter.
- Keep all governance documents and bring to all meetings – including bylaws, signed job descriptions, etc.
- In the case of emergency meetings/cancellations, notify members of the board of directors by telephone or e-mail.
- Send thank you letters to all parties involved in coordinating each meeting and prepare thank you cards for speakers and honorees -- both general membership meetings and board meetings.
- Maintain and update chapter scrapbook including all meeting notices, photographs, etc.
- Maintain overall financial stability of local chapter of NACE to include establishment of an annual budget with the President, and analysis of ad hoc projects for cost effectiveness and profitability.
- Monitor budget and subsequent expense approvals by the board of directors.
- Act as one of two signatures on the chapter checking account.
- Provide monthly financial statements to President's monthly report to NACE national.
- Research and collect returned checks and unpaid invoices.
- Maintain meeting attendance records by working with Hospitality chair.
- Help collect moneys if needed at the monthly meetings and collect any outstanding receivables.
- Prepare quarterly report for the Board of directors on budget vs. actual numbers.
- Maintain \$100 bank to be used at registration table at monthly meetings.
- Deposit all moneys collected into the chapter bank account and prepare a monthly bank reconciliation to be distributed at the monthly Board of Directors meeting.
- Work closely with Membership chair to ensure follow-up on delinquent rebates and to audit activities of NACE office.
- Maintain files for bank statements, deposits and all accounting receivables & payables.
- Serve as board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Carry out the duties of this position as decided by the President with the advice and consent of the board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Secretary/Treasurer**

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**Date**

## Chapter Secretary

### **Charge of Objectives**

Responsible for maintaining the records of the chapter. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at November NACE Chapter Meeting

### **Eligibility**

Must have completed one (1) year as a committee chairperson

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the board of directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Record minutes at all board of directors meetings.
- Record minutes at any official NACE chapter meeting where recorded minutes are deemed necessary as decided by a vote of the board of directors.
- Distribute a typed record of the minutes within a two-week period to the board of directors.
- Keep all governance documents and bring to all meetings – including bylaws, signed job descriptions, etc.
- Maintain a diary of past meeting minutes for reference. This diary should be brought to all official meetings of the chapter.
- In the case of emergency meetings, notify members of the board of directors by telephone or e-mail.
- Send thank you letters to all parties involved in coordinating each meeting and prepare thank you cards for speakers and honorees -- both general membership meetings and board meetings.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the board of directors.
- Serve as board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Secretary**

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**Date**

## Chapter Treasurer

### **Charge of Objectives**

Responsible for the financial stability of the chapter and the maintenance of complete and accurate financial records of the chapter. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at November NACE Chapter Meeting

### **Eligibility**

Must have completed one (1) year as a committee chairperson

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the board of directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Maintain overall financial stability of local chapter of NACE to include establishment of an annual budget with the President, and analysis of ad hoc projects for cost effectiveness and profitability.
- Monitor budget and subsequent expense approvals by the board of directors.
- Act as one of two signatures on the chapter checking account.
- Provide monthly financial statements to President's monthly report to NACE national.
- Research and collect returned checks and unpaid invoices.
- Maintain meeting attendance records by working with Hospitality chair.
- Help collect moneys if needed at the monthly meetings and collect any outstanding receivables.
- Prepare quarterly report for the Board of directors on budget vs. actual numbers.
- Maintain \$100 bank to be used at registration table at monthly meetings.
- Deposit all moneys collected into the chapter bank account and prepare a monthly bank reconciliation to be distributed at the monthly Board of Directors meeting.
- Work closely with Membership chair to ensure follow-up on delinquent rebates and to audit activities of NACE office.
- Maintain files for bank statements, deposits and all accounting receivables & payables.
- Serve as a Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Treasurer**

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**Date**

## Chapter Immediate Past President

### **Charge of Objectives**

Provide experience and guidance and is a voting member of the Board of Directors. Serves as a liaison between the Board of Directors and his / her committees.

### **Method of Election**

Becomes Immediate Past President at the end of his / her term of office as President.

### **Eligibility**

Must have served as President.

Must be a member in good standing

### **Term of Office**

One (1) year or more if current President is reelected. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Provide experience and guidance to the decision-making process of the Board of directors.
- Prepare and oversee completion of NACE chapter awards. Gather pertinent information from appropriate board members for awards criteria. Submit all completed awards to NACE national by deadline.
- Oversee succession planning throughout year and identify appropriate candidates for fall elections.
- Prepare and oversee mailing of annual call for nomination form to all current members and coordinate return responses.
- Oversee and coordinate annual board elections – once elections letter is sent and Intent to Run forms are returned, confirm all nominees, put slate of candidates together, create elections ballot, and handle all elections/ballot collection/vote tallying and announcing of new leaders.
- Serves as Nomination Chair and coordinates the installation of new officers after elections.
- Serve as Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

*I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.*

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**Chapter Past President**

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**Date**

## Chapter Event Professional

### **Charge of Objectives**

Serves as a liaison between the Board of Directors and the Affiliate Membership. Serves as a liaison between the Board of Directors and his /her committees.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting

### **Eligibility**

Must have completed one (1) year as a committee chairperson

Must be an Event Professional Member in good standing

### **Term of Office**

One (1) year. Can only hold one elected office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Promote the affiliate table for the membership meetings.
- Submit 'Event Professional Spotlight' article for the chapter e-newsletter.
- Work with Director of Programs to secure entertainment, décor, linens, photographer and any other donations for the success of the monthly programs.
- Contact each event professional member to inquire about donation of programs, giving each member an equal opportunity to donate.
- Arrive at monthly programs 1 hour prior of start of event to ensure all affiliate donations are set.
- Promote NACE membership to business contacts in the area.
- Keep in contact with event professional membership of chapter and personally welcome new event professional members.
- With the support of the Director of Membership, track the event professionals that donate and prepare spreadsheet to present to the board of directors on a quarterly basis.
- Attend all New Member Orientation sessions to assist new event professional members.
- Serve as Board of directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Event Professional Representative**

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**Date**

## Director of Membership

### **Charge of Objectives**

Responsible for maintaining all chapter membership activities including maintaining member information, retention and recruitment campaigns and member services.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Review the monthly list of members whose membership is up for renewal within the next three months, the monthly list of dropped members, and the monthly list of new members and provide a write report at each Board meeting as to the status of these members.
- Responsible for confirmations of attendance of all members and guests for monthly programs.
- Develop and recruit a committee to assist with call to inactive and prospective members.
- Execute and promote membership drives
- See that each committee member meets objectives and stays within submitted budgets.
- Submits a Membership article for each chapter newsletter that includes all new members and members on move, changed positions or companies.
- Send membership applications when requested to all prospective members attending monthly programs. Send any completed membership applications and checks directly to NACE National.
- Import chapter roster from NACE national database into chapter website weekly for membership directory is always up-to-date.
- Develop a welcome information kit to be sent to all new chapter members.
- Provide updated chapter roster to Hospitality chair for use at monthly meetings.
- Attend and facilitate each new member orientation.
- Communicate all changes of member information (address, company, etc.) to NACE national in a timely manner.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Director of Membership**

\_\_\_\_\_  
**Date**



## Director of Programs

### **Charge of Objectives**

Responsible for managing the programs committees in selecting venues, developing themes and coordinating all logistical requirements for all NACE meetings.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Confirm sites for all chapter NACE monthly programs using NACE member facilities in the area, documenting all meeting specifics to facilities and caterers.
- Send and receive confirmation with each property / facility to confirm date and meeting location four (4) months in advance.
- Appoints and recruits committee members to assist in planning of programs.
- Work with Director of Membership to ascertain that facilities, caterers and other pertinent parties being considered for each monthly program are members in good standing of the chapter of NACE.
- Work with committee to arrange host sites and themes for each monthly membership meeting and maintain all costs within approved budget.
- Approve menu with facility or caterer and forward appropriate information and billing to Treasurer.
- Coordinate and manage all logistical aspects of the monthly meetings developing a scripted agenda to document details for all parties involved.
- Coordinate with Event Professional Representative entertainment, linens, décor and photography for monthly chapter programs and ensure policy guidelines are enforced with utilizing affiliate services at each meeting
- Arrive early to each chapter program to review event setup, including timing with the catering manager or banquet captain making certain that there will be no disruptions (clearing of dishes, service, etc.) during the featured speaker or program.
- Provide program information to Director of Marketing and Webmaster for the website.
- Responsible for obtaining reservations for meeting attendance and communicating this to host venue a minimum of 72 hours in advance before meetings and continue to update as appropriate.
- Provide Value Card information for each monthly program, outlining the cost of food, beverage, audio visual, speakers and any special decor or setup costs involved in producing monthly meetings. This value card should be present at every monthly chapter meeting for members and guests to view.
- Greet speaker upon arrival and review presentation content and introduction prior to the start of the meeting.
- Determine and confirm program content (speaker, entertainment, panel discussion, etc.) for all chapter monthly meeting, documenting specifics to all speakers involved..
- Approves cost of any speakers prior to commitment in conjunction with the President.
- Submit and adhere to the annual budget.
- Provide newsletter chair with written recap of each monthly chapter meeting for the local newsletter, providing all details from previous months meeting. Also, provide future meeting and program information for inclusion in upcoming chapter newsletters.
- Provide the Secretary with the names of all persons to be presented with thank you certificates at monthly meetings.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Director of Programs**

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**Date**

## Director of Fundraising

### **Charge of Objectives**

Responsible for managing all chapter annual and monthly fundraising projects.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Attends all chapter board of directors meetings submitting a written report of activities for fundraising efforts.
- Responsible for planning an annual fundraiser project and appoint necessary subcommittee chairs to execute scheduled events.
- Design and print programs and tickets for fundraisers and coordinate invites and distribution of them.
- Submit and adhere to the annual budget.
- Collect all monies for fundraising efforts and prepare financial reports with Treasurer.
- Work with Director of Marketing to promote all fundraising efforts.
- Communicate with Event Professional Representative for all donations for fundraising.
- Report all donations to secretary for thank you recognition and Director of Membership for tracking.
- Hold committee meetings to discuss and confirm current and upcoming committee projects.
- Prepare articles for each chapter newsletter.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Director of Fundraising**

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**Date**

## Director of Community Service

### **Charge of Objectives**

To maintain a high level of involvement in the area regarding community service projects by actively involving the chapter with various charities throughout the year.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Contact various charitable organizations throughout area to schedule community service projects involving NACE membership.
- Coordinate a monthly community service event for each program, coordinating project with theme of program when possible.
- Responsible for obtaining items for monthly raffle as well as coordinating sales of tickets.
- Contact a minimum of six (6) not-for-profit organizations for the application process of becoming a NACE designated charity.
- Compile information for the NACE Board of directors concerning the applicants for the designated charity and distribute information at the final board meeting for the Board of Directors to vote on the three finalists.
- Act as liaison between the designated charity and chapter concerning the annual fundraising project. Meet with the designated charity at the beginning of the year to assess needs and expectations and solicit NACE members to assist with any additional fundraising projects for the designated charity throughout the calendar year.
- Prepare written information concerning the designated charity for the monthly newsletter and prepare email to be sent two weeks prior to each monthly program with the designated charities and donations.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Director of Community Service**

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**Date**

## Webmaster

### **Charge of Objectives**

Responsible for managing all updates on chapter website and coordinating all efforts of monthly newsletter.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Recruit committee members to solicit advertising and photographs for the newsletter.
- Submit proposed advertising rates for a board vote and gather bids for layout, design and printing of the newsletter and submit them for a board vote.
- Direct the efforts of obtaining information for the Chapter Newsletter.
- Execute the distribution of the newsletter – posted on website and emailed to all members and prospects.
- Submit newsletter final proof copy to the Chapter President for final approval before going to print.
- Maintain the Chapter’s web site and responsible for continued development of the web site.
- Distribute evaluation forms after every monthly meeting.
- Compile evaluations from each program and present to board at each board of directors meeting.
- Maintain spreadsheet of evaluation responses from each program.
- Work with chapter Treasurer to ensure proper invoicing and recap of revenues generated.
- Submit and adhere to an annual budget.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Webmaster**

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**Date**

## Director of Marketing

### **Charge of Objectives**

Responsible for managing all chapter communications to include all public relations and other marketing efforts.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attend all meetings of the Board of Directors (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Recruit committee members to assist in any necessary assignments.
- Submit proposed advertising rates for a board vote and gather bids for layout, design and printing of all marketing efforts.
- Design and print programs for each monthly program for distribution.
- Coordinate the design, printing and circulation of meeting notices and invitations.
- Develop press/media relations and issue press releases and notices for all noteworthy NACE happenings.
- Extend invitations to press for appropriate Chapter events.
- Submit and adhere to an annual budget.
- Gather any newspaper or media coverage of NACE or NACE events as well as copies of chapter newsletter any other memorabilia pertaining to the chapter and submit to Secretary for inclusion in annual scrapbook.
- Submit an article for each Chapter newsletter with upcoming calendar of events.
- Provide mailing labels for local meeting notices, newsletters and other approved chapter business.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Chapter Director of Marketing**

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**Date**

## Hospitality Chair

### **Charge of Objectives**

Responsible for managing the reservations and registration areas for all chapter NACE meetings.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Enter all comps into website registration (including speaker). Event Professional Representative to provide names of sponsors that are to be comped.
- Maintain supplies for names tags, including ribbons.
- Arrive early to each chapter program and have name tags and registration forms ready for Treasurer a half hour prior (5:30pm) to start time.
- Responsible for keeping member nametags and making new ones for guests and speakers for monthly programs.
- Responsible for total reservations for meeting attendance and communicating this to Program chairs to communicate to host caterer by Thursday prior to the event with daily updates.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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**Hospitality Chair**

\_\_\_\_\_  
**Date**

## Student Chapter Liaison/Representative

### **Charge of Objectives**

Responsible for acting as liaison between professional chapter and student chapter boards of directors.

### **Method of Election**

Appointed position by Executive Board of Professional chapter.

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Professional Board of Directors meetings submitting a written report of student chapter activities (maximum of 2 absences).
- Attends all Student Board of Directors meetings.
- Position may or may not be held by the student chapter faculty advisor.
- Serves as liaison between the student chapter and the professional chapter by working closely with the student chapter President to meet requirements and goals.
- Serves as a confidant for all student chapter members and board members with questions or concerns regarding the local chapter.
- Assists with recruiting student committee members to serve on chapter committees.
- Assists with requests for student volunteer opportunities and intern request from general membership.
- Assists with coordinating monthly meeting for the students.
- Attend college/university organizational fairs as NACE representative.
- Attend semester planning retreat with student chapter board.
- Work with professional chapter president and IPP/nominations chair on national award submission for Student Member of the Year.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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***Student Chapter Liaison***

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***Date***



## Historian

### **Charge of Objectives**

Responsible for collecting and archiving all chapter documents, program materials and awards.

### **Method of Election**

Election at **MONTH** NACE Chapter Meeting (can also be appointed)

### **Eligibility**

Must be a member in good standing

### **Term of Office**

One (1) year. Can only hold one office at a time.

### **Responsibilities:**

- Attends all Board of Directors meetings submitting a written report of activities (maximum of 2 absences).
- Attend all chapter membership programs (maximum of 2 absences).
- Responsible for keeping collecting one sample of all materials at each program.
- Responsible for keeping all chapter awards (national) received and bring to each chapter program for display.
- Responsible for creation of chapter scrapbook.
- Carry out the duties of this position as decided by the President with the advice and consent of the Board of directors.
- Represent NACE in a professional and ethical manner as prescribed by the Code of Ethics.

***I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.***

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***Historian***

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***Date***