

Article V. Executive Board of Directors

5.1 Administration

The Executive Board of Directors (EBOD) consisting of the elected and EBOD appointed officers shall administer the affairs of the Chapter. The EBOD operates and makes decisions based upon group majority rule and is presided over by the President. The EBOD shall be responsible for all business concerning the Chapter. The EBOD shall set and establish policy for the Chapter. The Administration of EBOD policy and the management of the day-to-day affairs of the Chapter are delegated to the officers as specified herein.

5.2 Makeup of the EBOD

The EBOD shall consist of all the officers as defined in the subsequent paragraphs.

5.2.1 Chapter President

- Provides strategic vision and direction for the Chapter
- Establishes/strengthens relationships with other area professional organizations and collaborates where possible
- Compiles agendas and leads monthly EBOD meetings
- Is the official chapter contact for SHPE National and Region 6
- Attends all scheduled Region 6 meetings
- Completes the End of Year chapter report for SHPE National by the established deadline
- Represents chapter to attract new corporate sponsors and advocates for the interest of the sponsors
- May appoint any qualified member to fill a vacated EBOD position until the EBOD can take action. In case of a deadlock, the EBOD shall solicit a vote of election to the members.
- The President shall have one vote on the EBOD business

5.2.2 Vice-President

- Serves as acting president in the absence or departure of the President
- Maintains the National Point System status for the Chapter
- Acts as liaison with, and assists, area college SHPE chapters
- Assists corporate relations chair with corporate sponsorship
- Assists the President and EBOD in conducting chapter business
- The Vice-President shall have one vote in the EBOD business

5.2.3 Treasurer

- Serves as the Chief Financial Officer for the EBOD
- Collects dues at events and dispenses reimbursements
- Manages chapter's account at local bank
- Prepares financial reports to share with EBOD, membership or others as needed
- Handles 501(c)3 status maintenance
- Files the Annual Business Renewal for MN
- Keeps contact info to IRS current; the outgoing treasurer submits required annual tax paperwork within 15 days of conclusion of the fiscal year (no later than July 15th)
- Is responsible to insure a budget is established and approved by the EBOD within 45 days of the start of the fiscal year, and keeps track of the budget on a monthly basis.
- Submits a monthly report to the President and EBOD at each EBOD meeting for the previous month's transactions, including the reconciled Chapter checking account, budget and monthly report for that month.
- Orders food for monthly meetings
- Assists the President and EBOD in conducting chapter business

- Submits membership dues collected by the Chapter to National requirements in submitting membership forms and dues to National within thirty (30) days of receipt.
- Transfer all financial reports in hard and electronic copy to the succeeding Treasurer within 30 days of termination of term
- Treasurer shall have one vote on the EBOD business

5.2.4 Secretary

- Maintains official records of the Chapter
- Serve all notices required by law or the Bylaws of the Chapter
- E-mails communications to EBOD and membership as needed
- Checks PO Box for incoming mail
- Takes minutes at EBOD meetings and sends out via e-mail to all EBOD members within 3 business days
- Sets up EBOD meeting locations/times
- Sends out request for agenda items before meeting to provide to the President; gets final agenda from President and sends out in advance of the meeting
- Is in charge of the election/voting process
- Assists the President and EBOD in conducting chapter business
- Responsible to transfer all official records of the Chapter in hard and electronic copy to the succeeding Secretary within 30 days of termination of term
- Secretary shall have one vote on the EBOD business

5.2.5 Professional Development Chair

- Identifies and organizes at least 3 events throughout the fiscal year that cater to members' professional and personal development; events can include speakers, tours, professional and personal development opportunities, workshops, panel discussions, etc.
- Assists the President and EBOD in conducting chapter business
- Professional Development chair shall have one vote on the EBOD business

5.2.6 Corporate and Community Relations Chair

- Manages and communicates with current corporate sponsors
- Researches opportunities and invites new companies to become corporate sponsors
- Connects with companies to introduce the Chapter to their employees to encourage Chapter membership
- Works with Vice-President to develop additional sponsoring opportunities
- Represents and expands presence of the Chapter with other appropriate organizations (Latino, Engineering, Non-Profits, etc)
- Assists the President and EBOD in conducting chapter business
- Corporate and Community Relations chair shall have one vote on the EBOD business

5.2.7 Membership Chair

- Updates membership reports and confirms membership list with SHPE National
- Sets membership goals for the chapter and develops at least three membership drive activities throughout the fiscal year
- Conducts yearly membership survey
- Plans and organizes at least three networking/social events throughout the fiscal year
- Assists the President and EBOD in conducting chapter business
- Maintains the official membership roster
- Membership Chair shall have one vote on the EBOD business

5.2.8 Education Chair

- Seeks out at least three education-related volunteer and outreach opportunities for members to partner with schools, museums and others for mentoring, class presentations, etc.
- Assists the President and EBOD in conducting chapter business
- Education Chair shall have one vote on the EBOD business

5.2.9 Marketing Chair

- Creates communications to advertise events to members, companies and the public as needed for scholarships, membership drives, networking events, etc.
- Shares chapter event information with NSHMBA, Hispanic Bar and other area professional organizations as appropriate.
- Assists the President and EBOD in conducting Chapter business
- Marketing Chair shall have one vote on the EBOD business

5.2.10 Scholarship Chair

- Creates and maintains scholarship award criteria with EBOD approval of criteria
- Prepares scholarship applications and information
- Promotes Chapter scholarships through schools, universities, social networking sites, and other appropriate avenues
- Assists the President and EBOD in conducting chapter business
- Scholarship Chair shall have one vote on the EBOD business

5.2.11 Webmaster

- Updates website as needed
- Establish and maintains chapter's EBOD email accounts as needed
- Assists the President and EBOD in conducting Chapter business
- Webmaster shall have one vote on the EBOD business