

## **JOB DESCRIPTIONS for CHAPTER OFFICERS**

(These duties and responsibilities should reflect the current Chapter Bylaws and Policies)

### **CHAPTER Bylaws Revised 2011, Article VI, Sections 4-5**

#### **❖ CHAPTER PRESIDENT**

The Chapter President shall be the presiding officer at all meetings of the chapter and shall be an ex-officio member of all committees except the Nominating Committee. The Chapter President shall appoint a Parliamentarian and other committee chairpersons as necessary. The Chapter President shall be the liaison between the Chapter and the State/Provincial Organization and between the Chapter and the International Organization.

#### **Duties:**

1. Shall appoint a Parliamentarian and any other committee chairpersons as deemed necessary with the exception of the Nominating Committee and its Chairperson.
2. Shall preside at all chapter meetings.
3. May call special meetings of the Chapter Executive Board if necessary.
4. Shall represent the chapter members as a VOTING DELEGATE at the State/Provincial Council/Business Meetings, and at Council meeting during International Convention each year. If the president is unable to attend, an alternate may be designated.
5. Shall encourage the chapter to submit recommendations for State/Provincial and International Officers.
6. Shall complete and return to the State/Provincial President or Unchartered State/Provincial Organizer the Annual Chapter Report form with information regarding exceptional chapter programs, field trips, donations to International Scholarship, Fellowship, P & R Grants, 210 Headquarters Maintenance and Education funds, and a list of chapter members willing to give programs to other chapters.
7. Shall encourage chapter members to bring guests to meetings to promote membership growth.
8. Shall encourage chapter members to research and present study papers as chapter programs, and to submit them to the International Organization.
9. Shall maintain a President's Notebook containing bylaws, policies, names and addresses of State/Provincial and International Officers and Chairpersons.

#### **❖ VICE PRESIDENT**

The Vice President shall perform the duties of the President in the absence of the President, and in case of vacancy, shall become the President. In addition, the Vice President shall act as Program Chairperson for the chapter.

#### **Duties:**

1. Shall be responsible for scheduling programs for the year for the chapter. A signup sheet may be passed out to chapter members in February or March. This sheet should list the date of each meeting, a space for a program, and a space for a hostess. When a field trip is planned the Vice President shall oversee all of the arrangements.
2. Shall maintain a list of members willing to present programs to other chapters.
3. Shall seek programs offered by museums, historical societies and places of interest for field trips.
4. Shall compile a Chapter Program Book for each chapter member. Send one copy to the International Second Vice President and if in a chapter in a chartered State/Province, one to the State Second Vice President also. (See the Chapter Handbook Revised 2015 for suggested contents.)

#### **❖ RECORDING SECRETARY (Corresponding Secretary is optional)**

The Recording Secretary shall keep accurate minutes and retain them in an official and permanent record as the story of the growth and history of the chapter.

**Duties:**

1. When recording the minutes include only factual data concerning motions, decisions and announcements. (See Chapter Handbook Revised 2015 for details on contents of minutes.) Provide the president with a copy of the minutes.
2. Shall be responsible for all correspondence of the chapter, which does not specifically belong to another Officer, as directed by the president or requested by the chapter.

**❖ TREASURER**

The Treasurer shall be responsible for all financial transactions resulting from chapter functions. The Treasurer shall receive the dues from each member and forward one check to the State/Provincial Treasurer by May 1<sup>st</sup> if in a Chartered State/Province, or to The Questers Headquarters by June 1st if chapter is in an Unchartered State or Province.

**Duties:**

1. Shall record all financial transactions in a general ledger on a regular basis. Separate records shall be kept of general funds and Preservation and Restorations funds although both may be kept in the same bank account.
2. Shall balance the checkbook and ledger on a monthly basis.
3. Shall advise the State/Provincial Treasurer (Int'l Headquarters if chapter is in an Unchartered State/Province) of any changes in membership such as address, death, resignation or name change of any member.
4. Corrects Annual Dues and Membership Report received from Int'l Headquarters by March 1<sup>st</sup> by checking each member's information for accuracy, making additions and changes as needed.
5. Provides information requested on the Summary for IRS Form 990 with the Membership Report and Dues, so that a return for each chapter can be filed electronically with the IRS at The Questers Headquarters.
6. Collects Annual Dues from each member, including \$28 for International dues.
7. Dues received after the Annual Dues, as for new members, are sent immediately.
8. Each chapter has been assigned by the IRS an EIN (Employee Identification Number), which identifies the chapter as being under The Questers non-profit umbrella. The EIN is needed to open bank accounts. If documentation of The Questers non-profit status is required, contact the International Treasurer.

**Be Aware That DUES:**

1. Are NOT pro-rated, are NOT refundable and may NOT be transferred (person to person).
2. New members' dues paid after January 31<sup>st</sup> are considered dues for the coming year. However, the International dues of new members should be forwarded to the State/Provincial Treasurer, or to Headquarters in Unchartered States/Provinces) so new member receives *The Quester Quarterly* and may attend Int'l Convention as a member.
3. An associate member is one whose International dues have been paid in another Chapter. The member of the Chapter in which she/he is an associate member pays no International dues, only Chapter dues. Members may be an associate member in only one Chapter.
4. The Chapter pays International dues for Chapter Honorary Members. The Chapter Bylaws state if the Honorary member's Chapter dues are waived.
5. International Honorary Life Members (Past International Presidents) do not pay International dues.

**Please Note: Each chapter is required by the Internal Revenue Service to have an EIN (Employer Identification Number.) The International First Vice President applies for the EIN when the chapter is chartered which then identifies the chapter as being under The Questers non-profit umbrella. The number is on file at International Headquarters and stays with the chapter until it disbands. Do Not Apply for a new number For Any Reason. Contact the International First Vice President if you have any questions concerning your chapter's EIN.**