

SME Chapter 5 Chicago Officer Duties

Chapter Chairman

- Overall Chapter Responsibility
- Lead & Motivate Chapter & Officers
- Annual budget and oversight
- Mentor fellow officers
- Strategic Planning
- Approve all spending

Vice/Co-Chairman

- Backup Board Member Positions
- Fulfills Hdqtrs. Chair Elect Requirement
- Board/Member Meeting Coordination
- Industry Representative
- Follow-up on actions

Secretary Chairman

- Documents Board Meeting Minutes
- Calendar Coordination
- Historian of Records
- History Photographer
- Chapter By-Laws
- Orders need supplies

Treasurer Chairman

- Financial Accountability
- Bank Account Maintainer/Rep
- Monthly/Quarterly Reports
- Monthly Account Reconciliation
- Writes/Signs Checks
- Annual Budget Coordination
- Budget Coordinator

Program & Events Chairman

- Monthly Member Meetings
- Company Tours
- Trade Show Coordination
- Presentations
- Member Meeting Scheduling

Educational/Certification Chairman

- Seminars
- Conferences
- Certifications
- Student Chapter Coordination
- College Representative
- Academic Development

Marketing/Communications Chairman

- Member Communications
- Member Newsletter
- Advertising/Publicity
- Corporate Fund Raising
- Member Social Events
- Technical Blogs/Bulletins
- Company Sponsorships
- Public Relations
- Marketing/Photography
- Surveys/Polls
- Web Site

Membership/Retention Chairman

- Membership Growth
- Membership Retention
- Member Database
- Welcoming
- Member Statistics

Scholarship Chairman

- Scholarship Application
- Scholarship Criteria
- Monitor Scholarship Funds