### PRESIDENT'S DUTIES

- Oversees the day-to-day operations of the Chapter and the Board of Directors.
- Executes the Chapter’s Strategic Plan.
- Develops and assigns Officer & Chairman Duties annually in accordance with the By-laws.
- Establishes the annual organizational structure in accordance with the Chapter’s strategic plan and appoints committee chairs and co-chairs for all current committees.
- Develops and monitors the Chapter budget.
- Prepares agendas for all chapter related meetings.
- Files the Chapter’s Annual Report with the Florida Department of State Division of Corporations.
- Prepare and submit New Chapter Officer Data Form for NIGP.
- Maintains regular communication with the membership via email, newsletter and official meetings.
- Sets Chapter Meeting dates and locations.
- Appoints Awards Committees to go over the nominations for Buyer and Manager of the Year Chapter Awards.
- Performs all duties in accordance with the Chapter Bylaws.
- Oversee by-Laws amendments on an as needed basis.

**Transitional Requirements:**

- Attend New Officer Orientation Meeting
- Mentor successive President and provide orientation to new board members for 12 Months.
- Transmit all documents to successive President.
- Serve as Presidential Advisor (BOD Member) upon request of successive President. Duties as assigned.

### VICE PRESIDENT'S DUTIES

- Assist the President and acts in his/her stead when they are unavailable to make meetings.
- Coordinate all speakers for each regular Chapter Meeting.
- Verify all applications for scholarships and forward a check request to the Treasurer for payment/reimbursement.
- Coordinates all payments for the professional development committee.
- Coordinates all registrations and travel payments.
- Maintains scholarship log and uploads updates monthly to the Chapter website.
- Prepare annual State of the Chapter Address for presentation at final annual Chapter meeting.
- Creates certificates to be handed out in March of each year for member attendance, committee participation and special recognition.
- Orders plaques, awards and certificates for Chapter use.
- Prepares submittal for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

**Transitional Requirements:**

- Attend New Officer Orientation Meeting
- Mentor successive Vice-President.
- Transmit all documents to successive Vice-President.
SECRETARY’S DUTIES

- Records minutes from each meeting
- Uploads agendas, minutes, documentation and newsletters to the chapter website.
- Maintains Chapter Documents on the Website Back-End (Visible & Non-Visible)
- Create newsletter on a bi-monthly basis and submit to Board of Directors before dissemination.
- Prepare and submit Chapter information to NIGP for inclusion on the national website.
- Collects annual acknowledgement forms from all Officers and Committee Chairs.
- Solicits bi-monthly updates & newsletter contributions from all Committee Chairman.
- Assists president with tracking committee progress on a bi-monthly basis.
- Maintains an accurate log of Member Participation.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:
- Attend New Officer Orientation Meeting
- Mentor successive Secretary.
- Transmit all documents to successive Secretary.

TREASURER’S DUTIES

- Recommends the banking facility and location to the Board of Directors, arranges for signature cards, and when approved, deposits money into investments for future use.
- Manages the finances of the Chapter to include depositing money, writing checks, balancing the general ledger and providing financial and other statements to the Chapter and to the National NIGP office.
- Coordinates all IRS filings with the Chapter’s Contracted CPA Firm.
- Ensures two-part approval process, ratifies single approvals through a second Board Member.
- Works with the Finance and Audit committee who verifies and audits the Chapter books.
- Provide Monthly Reconciled Bank Statements & Budget v. Actuals Reports to Chapter President.
- Maintains the membership file and updates the website as necessary with new or changed information. Notifies the Welcoming committee of all new members.
- Provides the sign-in sheet at each meeting, performs all registration activities at each meeting.
- Updates meeting attendance to Chapter Website within 5 days of each event.
- Track meeting attendance.
- Prepares contribution for each newsletter.
- Performs all duties in accordance with the Chapter Bylaws.
- Other duties as assigned by the President.

Transitional Requirements:
- Attend New Officer Orientation Meeting
- Mentor successive Treasurer.
- Closes bookkeeping for Chapter Year
- Transmit all documents to successive Treasurer