



## **CHAPTER OFFICER DESCRIPTIONS**

The following are general descriptions for a set of typical officers. These are general descriptions that can be adapted for the specific needs of each chapter.

- President
- Vice President
- Secretary
- Treasurer
- Reporter/Historian
- Parliamentarian

### **THE PRESIDENT**

Chapter Meeting duties:

1. Presides over and conducts chapter meetings in accordance with accepted parliamentary procedures.
2. Keeps the meeting to its order of business.
3. Sees that time limits are observed.
4. Handles the discussion in an orderly way:
  1. Gives every member a chance to speak.
  2. Tactfully keeps all speakers to rules of order and discussing the topic.
  3. Should give pro and con speakers alternating opportunities to speak.
5. Does not enter into discussion
6. States each motion before it is discussed and before it is voted upon.
7. Puts motion to a vote and announces the outcome.
8. May vote when the vote changes the outcome or in any case when voting is by ballot.
9. Should be familiar enough with parliamentary law to inform members on proper procedures.
10. May appoint committees when authorized to do so.
11. May suggest motions (e.g. for adjournment) but may not make them.

Other duties and responsibilities:

1. Represent the chapter at special school events, civic clubs and out-of-school organizations

2. Coordinate and guide the efforts of all chapter officers.
3. Serve as an ex-officio member of chapter committees.
4. Consult regularly with the chapter advisor on the progress of the chapter's meetings.
5. Determine the need for, and call any necessary special chapter meetings.
6. Promote energetic activity on the part of the chapter through the display of enthusiasm.
7. Conduct themselves at all times in a manner that reflects favorably upon the chapter.
8. Counsel with other chapter officers concerning their duties and responsibilities.

### **THE VICE PRESIDENT**

1. Assist the president in the assigning of duties and responsibilities.
2. Presides over chapter and executive committee meetings in the absences of the president.
3. Assumes the full responsibility of the president should he or she be absent for a long period or leave the chapter permanently.
4. Coordinates and guides the efforts of all chapter committees; thus serving as an ex-officio member on all chapter committees.

### **THE SECRETARY**

1. Keeps an accurate record of each meeting.
2. Keeps an up-to-date roll of members.
3. Provides a list of pending and potential business (agenda) for the president before the meeting.
4. Handles correspondence of organization (unless there is a correspondence secretary) and keeps a proper file of copies of all outgoing and incoming correspondence.
5. Notifies members of meetings (e.g. if a special meeting is called).
6. Prepares all necessary chapter reports.
7. Responsible for the posting of items of common interest of benefit on the classroom and/or school bulletin boards.
8. Reads letters and/or other communications at chapter meetings.
9. Presents at every regular meeting information about any unfinished business or any new business which is before the chapter for the first time.
10. Have available at each regular meeting: minutes of previous meetings, a record of committees and their past reports, the chapter's program of work, and a copy of the constitution and by-laws.

## **THE TREASURER**

1. Receives and accounts for all funds which come into the chapter treasury and coordinates this with the ASB Bookkeeper.
2. Assists in the preparation of a statement of estimated receipts and expenditures for the year.
3. Keeps financial records neat, accurate and up-to-date.
4. Protects the financial reputation of the chapter by seeing that its obligations are met promptly and follows-up with their advisor on deadlines.
5. Helps plan and execute the ways and means of providing for chapter income.
6. Serves as an ex-officio member of the fund-raising or financial committee.

## **THE REPORTER AND/OR HISTORIAN**

1. Seeks, gathers and classifies all chapter news and updates classroom bulletin board.
2. Prepares articles for publication in school and local newspapers.
3. Contacts and acquaints the editors of school and local newspapers with DECA information, events, and happenings.
4. Keeps a cumulative file of clippings, pictures, charts, copies of special program, etc. and assists in building the Chapter Awards Program entry.

## **PARLIAMENTARIAN**

1. Becomes interested in and willing to help other chapter members understand the fundamental purpose of parliamentary procedure.
2. Is prepared to advise the presiding officer and the other chapter members on points of parliamentary procedure.
3. Has reference material pertaining to acceptable parliamentary procedure available for each student and clarifies questions should they arise.
4. Calls the Chair's attention to significant irregularities in procedure.