



CAMFT CHAPTER JOB DESCRIPTIONS

JOB DESCRIPTION OF A SECRETARY

As described in bylaws:

Reprint here what is in the bylaws with regard to the position.

Specific duties:

1. The Secretary shall keep accurate minutes of all business meetings of the association and the board. Record what is done, not what was said.
2. The Secretary shall maintain an accurate membership list.
3. The Secretary shall handle correspondence, and send out notices when there is no one else assigned to this duty--such as a Corresponding Secretary.
4. The Secretary shall work in close harmony with the President.
5. The Secretary shall prepare the agenda for meetings in consultation with the President.
6. The Secretary shall keep the records of the association, including committee reports.
7. The Secretary shall take to each meeting: the minutes book, bylaws, policies, a list of members and a list of committees and members, agenda, records, ballots, and any supplies that may be needed.
8. The Secretary shall call the meeting to order if the President and the Vice President(s) are absent, and preside until a temporary chair is elected.
9. The Secretary shall send the President a copy of the minutes as soon as possible after each meeting.
10. The Secretary shall make minutes available for examination by the members upon request.
11. The Secretary shall notify officers, committee members, and delegates of their election or appointment.

12. The Secretary shall transfer all material pertaining to the office to the newly elected Secretary and indoctrinate the newly elected Secretary as to the role of the position.
13. The Secretary shall supply CAMFT with the names, addresses and phone numbers of the Chapter's Officers, Board of Directors and Committee Chairs and shall update CAMFT with same as there are changes.
14. The secretary shall provide CAMFT with the information which is published about the Chapter in *The California Therapist*. The information is to be updated by the Secretary as the information changes.

JOB DESCRIPTION OF A TREASURER

As defined in bylaws:

Reprint here what is in bylaws with regard to the position.

Specific duties:

1. The Treasurer is the custodian of the money of the association and is responsible for collecting, depositing in a timely manner, and disbursing the funds of the association.
2. The Treasurer shall get appropriate authorizations for all financial transactions, either as established in the bylaws or by adopted motion.
3. The Treasurer shall collect all dues according to appropriate procedures for dues payment, notify of delinquencies, and provide receipts to dues paying members.
4. The Treasurer shall maintain the bank account(s) of the association as separate fund(s) and be responsible for signature cards and the drafting of all disbursements.
5. The Treasurer shall arrange for auditing of the books and records of the association on a regular basis.
6. The Treasurer shall chair the budget committee, assisting in the preparation of the annual budget for the association.
7. The Treasurer shall maintain, in a timely manner, all financial books and records of the association and prepare financial reports on a regular basis including a balance sheet and income and expense statement. Such reports are to show the status of all accounts including the balance at the beginning of the period, all receipts, all disbursements and the balance at the ending of the period.
8. The Treasurer shall regularly compare actual costs and income to budgeted costs and income and recommend adjustments in spending and/or the budget as necessary.
9. The Treasurer shall transfer all material pertaining to the office to the newly elected Treasurer and indoctrinate the newly elected Treasurer as to the role of the position.

JOB DESCRIPTION OF A COMMITTEE CHAIR

As defined in bylaws:

Reprint here what is in bylaws with regard to the position.

Specific duties:

1. The Chair will arrange for meetings of the committee.
2. The Chair will serve as secretary of the committee, maintaining records of committee business and progress.
3. The Chair will preside over committee meetings and participate actively in discussions.
4. The Chair may make motions, debate, and vote on all questions.
5. The Chair will prepare and provide reports on committee activities to the Board and/or President.
6. The Chair will retain all records pertinent to the committee for the duration of his or her role as Chair.
7. The Chair will be responsible for appointing sub committees as necessary to carry out the activities of the committee. It is the Chair's responsibility to make sure that the duties and functions of the committee are carried out to the satisfaction of the Board.
8. It is the Chair's responsibility to get appropriate Board approval when necessary.
9. The Chair will transfer all material pertaining to the committee to the newly elected Chair and indoctrinate the newly elected Chair as to the role of the position.

The chapter may wish to develop specific job descriptions for each committee so that each committee knows their charge, responsibilities and reporting relationships. See the attached pamphlet on *Association Committees* for assistance in developing such job descriptions.

JOB DESCRIPTION FOR THE PRESIDENT

As defined in bylaws:

Reprint here what is in bylaws with regard to the position.

Specific duties:

The President is the executive officer of the chapter. It is the President's responsibility to provide leadership, to exercise general supervision over chapter activities and to conduct chapter affairs in accordance with the chapter bylaws and/or operating policies.

The President shall maintain contact with all officers, directors, committee chairs and members of the chapter by means of either letter, telephone or personal contact.

The President should attend all meetings of the chapter board of directors, chapter members and any events sponsored by the chapter.

The President, in all business activities of the chapter including correspondence and personal contacts, shall act and speak in a professional manner so as to give a favorable and professional impression of the chapter.

The President's duties include:

1. Preside at all meetings of the board and membership.
2. Appoint committees, committee chairs and committee members to serve the various functions of the chapter.
3. Meet with committee chairs to discuss programs and activities and oversee and evaluate the activities of committees.
4. Act in a firm, competent, tactful and just manner, permitting full discussion on all debatable motions, yet neutral on controversial matters. The President must respect the opinion of each individual; yet see that each decision is carried out in a harmonious atmosphere.
5. Acts as the primary spokesperson for the chapter.
6. Prepare, in conjunction with the Secretary, an agenda prior to all meetings, adhere to the agenda as it may be amended and open and close meetings in a timely manner.
7. Make sure that written minutes of all meetings are published expeditiously.
8. Oversee the activities of committees, making sure appropriate reports and minutes are prepared and voted on by the board as necessary.

9. Make arrangements, or oversee the making of arrangements, for all meetings and/or functions of the chapter.
10. Arrive at all meetings in a timely manner to see that sites are prepared for the meetings.
11. Be available to the entire membership, especially new members and guests. Display enthusiasm and support for all chapter activities.
12. Arrange for, or oversee the arrangements for, speakers for meetings and events. In addition, acknowledge speaker appearances with letters of thanks on behalf of the chapter.
13. Maintain close contact with the Executive Committee, Board of Directors and Committee Chairs.
14. Oversee the activities of the Secretary and Treasurer making sure that responsibilities are adhered to.
15. Serve as an ex-officio member of all committees.
16. The President will transfer all material pertaining to the role as President to the newly elected President and indoctrinate the newly elected President as to the role of the position.

JOB DESCRIPTION FOR THE VICE PRESIDENT (PRESIDENT-ELECT)

As defined in bylaws:

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Specific duties:

The Vice President shall perform any and all duties of the President in the absence of the President and perform any other duties as assigned by the President.

JOB DESCRIPTION OF A MEMBER OF THE BOARD OF DIRECTORS

As defined in bylaws:

Reprint here what is in bylaws with regard to the position.

Specific duties:

1. Board Members should attend all meetings of the Board of Directors, Membership and other functions of the chapter.
2. Board Members should attend all meetings prepared to debate and discuss issues at hand.
3. Board Members should actively support the decisions of the Board of Directors.
4. Board Members should assume other responsibilities as assigned by the President.
5. Outgoing Board Members are to assist incoming Board Members as to the roles and responsibilities of the position.