

Position	Major Responsibilities One-year Term (+ Mentoring: 3 months pre-term / 3 months post-term for next incumbent)	Approx. Time Per Month
President Elect	<ul style="list-style-type: none"> ✓ Performs all the duties of the President in the absence of the latter at all business meetings. ✓ May be assigned other duties by the President. ✓ Assumes the President's responsibilities if the President is unable to serve. ✓ With the approval of the Board of Directors, the President-Elect is automatically nominated to become the Chapter's President in the following year. ✓ Align with Pres. as Chief Liaison to Management Company. 	10 – 15 hours
Vice-President of Marketing	<ul style="list-style-type: none"> ✓ Look for and recommend ways to bring in additional revenue to CCASTD. ✓ Work with staff at management company to publicize chapter programs, events and services. ✓ Create branding for CCASTD as a strategic partner for individual and/or organizational success. ✓ Create multi-media campaign utilizing Web site, mailings, direct contact. ✓ Provide support to other CCASTD Board functions (e.g. Membership, Programming, Corporate Partners, WLPI, Community Service, etc). ✓ 	8 – 10 hours
Vice-President of Programming	<ul style="list-style-type: none"> ✓ Together with the President, identify relevant topics and presenters for chapter meetings. ✓ Visit and select sites for meetings. ✓ Solicit sponsorship for food, meeting sites, materials, etc. ✓ Maintain on-going communication with presenters, sponsors, management company and chapter members. ✓ Manage the events including room setup, registration, and clean up. ✓ Recruit volunteers to help with the events and planning processes. ✓ Maintain attendance records for meetings, collect monies and submit information and payments to management company in a timely manner. 	10 – 12 hours

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Vice-President of Membership	<ul style="list-style-type: none"> ✓ Chair Membership committees (e.g. recruitment, on boarding, retention, etc.) ✓ Conduct new member orientation sessions, as needed. ✓ Recruit and retain individual memberships at appropriate levels ✓ Recapture past members, where possible. ✓ Conduct an annual membership survey. 	8 – 10 hours
Vice-President of Communication (Secretary)	<ul style="list-style-type: none"> ✓ Create minutes for each Board meeting and post on Board Forum. ✓ Develop Board communications. ✓ Oversee all legal business of the Chapter. ✓ Serve as representative to the Alliance Group ✓ Maintain the CCASTD Scorecard 	5 – 8 hours
Vice-President of Finance (Treasurer)	<ul style="list-style-type: none"> ✓ Work with management company to ensure the appropriate receipt, disbursement, and maintenance of all monies. ✓ Initiate and manage the Board budget development process. ✓ Report on the financial condition of the Chapter at all Board meetings and at other times when called upon to do so. ✓ Sign checks as needed. ✓ Investigate benefits of long term investments for selected CCASTD funds, explore options for investments, make recommendations to Board and implement recommendations. ✓ Closely monitor CCASTD revenue and costs, question unusual expenditures, resolve discrepancies, and work with Board to reduce expenditures and drive revenue. ✓ Educate and assist fellow Board Members and Officers in developing and managing their budgets, and understanding chapter financial trends from historical financial data. 	5 – 8 hours