

# EMA Board Position Descriptions

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**From the EMA By-Laws:** Election of Chapter Officers- Section 1. Only active members shall be eligible for office. No officer shall be eligible for the same office for more than two consecutive years. a. Active shall be held to mean that dues are current and the member has not missed more than four meetings in a 12-month period. b. Except for officers of newly-formed chapters, members must belong to EMA for at least 6 months to be eligible to run for office. c. With the exception of new Chapters, candidates for Chapter President must be a member of EMA for at least one year. In addition, they must have held at least one other Chapter Board position for a full term and have served on at least one EMA committee. Section 2. At the regular January meeting of the chapter, nominations from the floor shall be taken and all members will have an opportunity to suggest candidates for nomination. A list of names shall be provided to the Secretary to be reviewed for eligibility.

**President:** The chapter President shall preside over Chapter and Chapter Board Meetings. She is assigned the duty of assuring that meetings run according to Robert's Rules of Order. The President shall conduct all meetings, be an ex-officio member of all committees if needed and be notified of all committee meetings. She is a designated member of the State Board.

**Vice President:** The Vice President shall conduct monthly Chapter and Chapter Board meetings in the absence of the President. The Vice President shall serve as Membership Chair and be responsible for the Welcoming Committee and the annual Membership Drive.

**Secretary:** The Secretary shall record and keep full and accurate minutes of all meetings and conduct correspondence. The Secretary shall also keep record of all pertinent facts of vital importance as recorded history of chapter activities, articles, videos, and photos. During the annual elections, the Secretary will chair the nominating committee.

**Treasurer:** The Treasurer shall manage chapter funds and make disbursements as necessary. She shall give a monthly report at the Chapter Board meetings. She will provide eligibility qualifications to the Secretary for nominations during the annual election of officers. She will supply all necessary tax information to the State Treasurer by October 31 of each year. The Treasurer will also track membership referrals and maintain a master membership list. The master membership list will include member name and anniversary date. She will ensure that monthly dues and reports are submitted to the State Treasurer by the end of each month.

**Newsletter Editor:** The Newsletter Editor shall handle publication and distribution of a monthly newsletter as well as publish a quarterly updated roster. The roster will include, at minimum, name, business name, address and telephone number of each member. She shall collect advertising dollars and forward them to the Treasurer. At the end of her term, she will turn over all EMA graphics and membership database information to the new Newsletter Editor.

**Public Relations:** The Public Relations officer shall be in charge of all media relations, securing guest speakers if necessary, and supplying media with monthly press releases.

**Historian:** The Historian will maintain the Chapter scrapbook, take pictures at EMA meetings and other events, and keep the historical records of the Chapter. Historical records include the yearly membership list, an archive of newsletters and an archive of Chapter Board Meeting minutes.

**Parliamentarian:** The Parliamentarian must be able to ensure that Chapter meetings are conducted according to Roberts Rules of Order. If she is not well-versed in Roberts Rules of Order, she has a designated time period to become so. The Parliamentarian is responsible for time-keeping during both regular Chapter meetings and Chapter Board Meetings.

**RSVP/Alternate:** The RSVP/Alternate is responsible for collecting reservations for monthly chapter meetings and making sure the treasurer and meeting location is aware of how many members will be attending that month. She is also responsible for checking members in at the monthly chapter meetings. If a Chapter has a full slate of Board Members, and chooses to do so, they may elect to have up to four (4) Alternates to serve on the Chapter Board. The Alternate(s) attends all Board meetings and have a vote in all matters. In the event a Board Member must vacate their position, an Alternate is appointed by the Chapter President to step in to that position. The exceptions to this requirement are Chapter President, and depending on skill level, Chapter Treasurer.