



# APLD Midwest

**Board of Directors Position:** President / Vice President  
Midwest Regional Chapter

The President is the chief executive officer of the Chapter and shall control and manage its property, business and affairs, subject to the policies and directions of the Chapter and APLD Int. Board. In general Roberts Rules of Order ([www.robertsrules.org](http://www.robertsrules.org)) are used.

Persons in these roles must lead. Leaders will annually fulfill the stated goals of the Chapter, be the voice of the members, seek every opportunity to enhance the value of the organization to the members and be an organized, level-headed and fair-minded individual. The Vice President acts in the absence of the President, or as assigned.

Term of office (3) years in the following capacities: President Elect (or VP), President, Past President. Terms for office coincide with the fiscal year of the Chapter. (Currently January 1<sup>st</sup> to December 31<sup>st</sup>). The President may otherwise be elected by a majority vote of the remaining Board Members without serving a year in the President Elect role. The term in office is extended accordingly to 2 years as President and one year as Past President. Optional reinstatement of the President for an additional term of one year may occur through concurrence of all Board members during final annual meeting.

## **Position Responsibilities:**

- It is the duty of the President or President-Elect to arrange for and preside over any APLD Midwest sponsored meeting; calling it to order, conducting the business stated on the agenda and closing the meeting with approval of at least one other officer of the Board. There are typically 4 scheduled meetings per year. It is the Leaders responsibility to prepare and provide, at least one week in advance, a meaningful, actionable agenda such that other Board members may read and prepare for in fulfillment of their roles.
- Participation in APLD Chapter Presidents conference calls. Current schedule is bi-monthly (6 per year). Fully represent the APLD Midwest Chapter at attended APLD-sponsored meetings/calls.
- Review and approve Chapter documents i.e.; meeting minutes and Treasurers reports etc. Provide a motion to approve all non-budgeted expenses for business of the Board submitted by self or other officer or Operational Support party. Treasurer must provide motion to approve submitted expenses of the President expenses, with President offering additional explanation if required.
- Appoint chairpersons for board approved committees. Provide witnessed support and/or adequate direction so that Operational Support personnel have sufficient information to perform requested actions. Continue to provide guidance from time-to time as necessary for proper operational activity.
- In a timely manner, provide Secretary with 'President's Corner' article for quarterly newsletter.

## **Optional:**

- Attend APLD International board meetings as a non-voting participant and representative of the Chapter. If attended, provide written summary of meeting goals and actions that affect the Chapter and present such document to all other Board members at same time of presentation of meeting agenda.
- Represent the Chapter by attending APLD annual Conference. None of the costs of participation are to be born by the membership of APLD Midwest.



# APLD Midwest

**Board of Directors Position:** Secretary  
Midwest Regional Chapter

The Secretary is the lifeblood of communication within the Chapter. This Communicator is the voice of the Chapter to APLD® when and if so directed by the President. Communicator is responsible to membership for all information of the workings of the Board of Directors. The Secretary shall control and manage all aspects of meeting minutes that show responsibilities and deadlines for action among all Board Members. S/He manages the business affairs of the Chapter, subject to the approval of the Board of Directors majority vote. The Secretary is a busy person around meeting times of the Board. Communication is a key element and the Secretary must use all forms and means to record and communicate within the Board.

Persons in this role must be well-organized and clear-headed. They are empowered to act in the stead of the President or other Board Officers or Operational Support persons. Their responsibility for action is delegated but they may not be over-burdened to perform the workings of the Board. Secretary may request, and receive approval for, assistance from any member or Director to accomplish their stated purpose.

The Secretary creates, seeks approval for, and archives all minutes that describe actions of the Board of Directors. Secretary must produce, upon request, minutes from sanctioned meetings for review.

Term of office (1) year, concurrent with President. Optional extensions of up to two years are available on an annual basis by concurrence of the Board. Secretaries not seeking to extend their term (to follow a President-elect through Past-President status) must notify the Board of their intentions by September 1.

## **Position Responsibilities:**

- Record and maintain record of all actions taken by Board of Directors.
- Act on any assigned activities as assigned by the Board of Directors (with or without outside assistance)
- Communicate with membership in written form, i.e., welcome letters, etc. Communicate with membership in verbal form as needed.
- Provide a motion to approve meeting minutes from prior meetings. Mark as approved all those voted yea in a unanimous vote of Board.
- In a timely fashion, and ahead of the next meeting date, update all inaccuracies or omissions in past meeting minutes and re-submit them for approval at the next meeting of the Board of Directors.
- Produce, with assistance, a quarterly newsletter on behalf of the Board. Provide a format that can be emailed or web-posted for use by the membership.
- Produce a quarterly report of Chapter activity consisting of Summary of Board Meetings, Program activity, and other Chapter activity. These reports are due to the Chapter Chair on May 31, Aug. 31, Nov. 30 and Feb. 28.

## **Optional:**

- Represent the Chapter by attending APLD annual Conference. None of the costs of participation are to be born by the membership of APLD Midwest.



# APLD Midwest

**Board of Directors Position:** Treasurer  
Midwest Regional Chapter

The Treasurer is the sole recipient of all incoming monies of the Chapter as forwarded by APLD® (International), i.e., membership dues and others. The Treasurer shall control and manage all financial aspects that represent the business affairs of the Chapter, subject to the approval of the Board of Directors majority vote. The Treasurer holds the Chapter checkbook and is authorized to dispense monies as approved by the Board.

Persons in this role must be accountable. Treasurers will be responsible for financial management. As such, they must seek every opportunity to enhance the value the organization receives in all expenditures and is accountable to the membership for any financial failure. Audits of the financial health of the Chapter, at Chapter expense, is an option open to the President of the Chapter at any time.

The Treasurer shall produce a summary annual report of the financial health of the Chapter that is available to any member upon written request. The Chapter incurs the cost of producing and mailing this report. The report must receive unanimous approval of all other Officers the Board of Directors (i.e., the Treasurer cannot approve their own report).

Term of office (1) year, concurrent with President. Optional extensions of up to two years are available on an annual basis by concurrence of the Board. Treasurers not seeking to extend their term (to follow a President-elect through Past-President status) must notify the Board of their intentions by September 1.

## **Position Responsibilities:**

- Treasurers must be able to effectively and efficiently balance bank reconciliation statements on a monthly basis, create and maintain a working budget for the use of the Chapter and be responsive in providing any and all reconciliation or budgetary reports as requested by the President.
- Treasurer arranges for and is listed as financial contact on all APLD Midwest business, including but not limited to website operations, postal expenses (such as PO Box), rentals, etc.
- Treasurer is responsible to provide a motion to approve all non-budgeted expenses for business of the Board submitted by self, other Board Officer or Operational Support party. Submitting party is responsible to be present or provide additional explanation if required.
- Update all budgetary elements called into action under direction of the Board, during regular meetings and as approved by a majority of the Board.
- Produce quarterly reports on Income & Expense, Bank Reconciliations, and Balance Sheets and provide to APLD (HQ and the Chapter Chair. These reports are due May 31, Aug. 31, Nov. 30 and Feb. 28. Also included are copies of Monthly bank statements are also included in the report package. The costs of copying and mailing these reports are born by the Chapter.
- Extract, on a monthly basis, via FTP, membership roster from APLD databases, passing information on to Secretary and Communications Chair as needed.

## **Optional:**

- Represent the Chapter by attending APLD annual Conference. None of the costs of participation are to be born by the membership of APLD Midwest.



# APLD Midwest

**Operational Position:** State Coordinator

The volunteer role of State Coordinator is one of coordination. Success of the Regional Chapter of APLD (APLD Midwest) rests largely on the ability of the organization to provide interesting, timely and cost-effective programs / educational activities to its members.

Persons in this role must help to fulfill the stated goal of providing at least four quality meetings and networking opportunities that may include national speakers and/or workshops not available elsewhere.

Persons assuming the responsibilities of this position must be:

- Able to communicate effectively in written and verbal forms.
- Effectively use electronic media, including E-Mail, Word Processing, Spreadsheets, Internet, Telephones, etc.
- Seek, define, outline and offer programs of interest to APLD Midwest membership within their home state. A program includes, but is not limited to Educational seminars, sessions and meetings. Educational tours, visits and subject-specific classes that may qualify for Continuing Education Unit (CEU) credit as defined through APLD® (international).
- A champion of their home state, its assets and characteristics.
- Knowledgeable, to the degree possible, of ways to inspire participation, and interest in membership in APLD Midwest.

Coordination with the programs offered through APLD, via its Annual Meetings or other is suggested. Tips, tricks and means to accomplish the responsibilities of the position will rely a great deal on the individual's tenacity, creativity and resourcefulness.

Contacting other Chapters for information on how they accomplish a full roster of programs is suggested.