

President (1)

Qualification:

Current member of PDA, active member in local chapter at least two (2) years preceding election, serve two (2) years as President-Elect.

Term:

Two years

Overall Responsibilities and Duties:

The President shall be the chief executive officer of the Chapter, and, subject to the control of the Chapter Board, shall have general supervision, direction and control and of the business affairs of the Chapter and shall have other powers and duties as may be prescribed by the Chapter Board, which shall not contradict the Chapter Bylaws, the Chapter Charter, the PDA Bylaws, and any amendments thereto, or the principles, policies, practices and guidelines issued by PDA.

1. The President shall be the chief executive officer of the Chapter
2. Represents PDA and the Chapter locally.
3. Executes local chapter bylaws and polices and the mission of PDA.
4. The President shall serve as the Chapter liaison to PDA and shall be the point of communication between the Chapter and PDA.
5. Attends or provides appropriate representation to all Chapter Council Meetings. It is highly recommended that the President attends the face to face meeting with the Chapter Council each year.
6. Presides over all meetings of the chapter (including board meetings, general business, and membership meetings)
7. May call special meetings of the organization as outlined in the chapter bylaws
8. Submits (or delegates to other chapter officer) all reports to PDA on time
9. Meets all required PDA timetables
10. Assists Chapter Secretary in creating agendas prior to any business meeting
11. Appoints all chapter committee chairs
12. Creates and appoints special committees and task forces
13. Terminates committees when their function is complete
14. Accepts and reviews all reports completed by special committees and task forces
15. Serves as advisor to all committees and officers
16. Maintains communication with the Global PDA as outlined in bylaws, policies, and procedures
17. Write an inaugural letter to the membership of the chapter at the beginning of the term of office
18. Remains impartial at all times in all business meetings
19. Submit expense request to chapter treasurer before spending chapter funds
20. Identify pertinent issues to be considered by the chapter board
21. Upholds and monitors decisions
22. Contributes to Chapter newsletter (if applicable) President's letter:
 - a. *Contains information discussed at previous meetings*
 - b. *Highlights correspondence from national association*
 - c. *Mailed to the general membership at least once during the term of office*
23. Review monthly membership lists
24. Contact and welcome new members to the chapter
25. Contact potential new members
26. Send to Global PDA any corrections or updates to any and all membership lists
27. Sign corporate documents and instruments of the Chapter as necessary

President-Elect (1)

Qualification:

Current member of PDA, active member in local chapter at least two (2) years preceding election.

Term:

Two years, followed by two years as President (4 years total)

Overall Responsibilities and Duties:

The President-Elect shall have such powers and perform such duties as may be assigned to him or her by the Chapter Board or the President. In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President. The President-Elect shall become President upon completion of his or her two (2) year term.

1. Become oriented to the duties and responsibilities of Chapter President:
 - a. Become knowledgeable of Global PDA bylaws and policies.
 - b. Become knowledgeable of local chapter bylaws and policies.
 - c. Review PDA Chapter Leadership Handbook.
 - d. Become knowledgeable of Chapter policies and procedures.
2. Work closely with chapter president.
3. Attend local chapter meetings and other meetings delegated by the chapter president.
4. Serve as chairman of at least one chapter committee, such as Education or Membership Committee.
5. Submit a report at the changing of the officers meeting that includes a year-end report and goals for term as President.
6. Submit expense request forms to chapter treasurer before spending chapter funds.
7. Perform other duties as delegated by the President

Treasurer (1)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

The Treasurer shall keep, in books belonging to the Chapter, a complete and accurate accounts of all receipts and disbursements, resources and liabilities of the Chapters, and shall deposit all moneys and funds of the Chapter, in the name of and to the credit of the Chapter, in such depository or depositories as may be designated and approved by the Chapter Board.

1. Disburse funds of the Chapter in payment of its obligations, taking proper vouchers and receipts for such disbursements.
2. Render to the Chapter Board at the meetings of the Chapter Board, or whenever otherwise requested, correct statements and reports showing the financial condition of the Chapter.
3. Sign corporate documents and instruments of the Chapter as necessary.
4. Comply and assure that the Chapter complies with the PDA Global Chapter Financial Principles.
5. Ensure timely submission of quarterly and yearly financial reports to PDA.
6. The Treasurer in conjunction with the Secretary shall be responsible for timely filing of tax documents and related financial documents to PDA or government agencies as required.
7. Manages all debts and assets of the chapter.
8. Maintains records of the chapter's receipts and disbursements.
9. Submits a year-end report to the general membership at the biennial changing of officers meeting.
10. Provides expense voucher/reimbursement forms to all board and committee members whose business involves chapter monies.
11. Review major expense requests with chapter board and make recommendations based on available funds. Major expenses should be approved by the Chapter Board and documented in Chapter Board meeting minutes before such expenses are incurred.
12. Assumes responsibilities delegated by the President and/or the Chapter Board as requested.
13. Coordinate and collaborate with the PDA Global Chief Financial Officer (CFO) on matters that arise that affect the Chapter Board, including finances, assets, obligations, and tax matters.

Secretary (1)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

The Secretary shall preserve the record books and the full and correct minutes of the proceedings of all meetings of the Chapter Board. The Secretary shall be the custodian of the Charter, Bylaws, and minute books. It shall be the duty of the Secretary to sign and execute all corporate documents and instruments whereupon his or her signature may be lawfully required. The Secretary shall also serve all notices required by law, these Bylaws, or by resolution by the Chapter Board, and it shall be his or her duty to be prepare and file, with the appropriate bodies, official reports, returns, filings and any other documents required by law or PDA. The Secretary shall perform other duties as may be delegated by the Chapter Board.

1. Records the minutes of board and business meetings
2. Handles general chapter correspondence, mailings, and newsletter
3. Preserves correspondence, reports, newsletter and records of the organization in a permanent file
4. Keeps a record of attendance at all meetings
5. Records minutes of all business and board meetings
6. Maintains communication with Global PDA
7. Sends names of delegates/officers to PDA annually
8. Notifies members of chapter meetings and educational offerings at least six (6) months or by one (1) month prior to the meeting (a shared duty with the President and Education committee)
9. Reports minutes to chapter board at board meetings
10. Reports minutes to the general membership at business meetings
11. Conducts correspondence of the organization except when it is a responsibility of another officer or committee chairman
12. Submit a year-end report to the general membership at all changing of the officers meetings
13. Submit expense request to Treasurer before spending chapter funds
14. Performs other duties as delegated by the President, such as maintaining chapter membership/ mailing list, arranging for mailings to membership, etc
15. Update the names, addresses, and telephone numbers of all chapter officers, and committee chairmen after the changing of officers meetings. Send this list to the chapter board, general membership, and Global PDA within two (2) weeks following the meeting
16. Coordinate all mailings to the membership by contacting the Membership Committee, Education Committee, Nominating Committee, and Chapter Board at least four (4) weeks prior to each mailing
17. All meeting minutes are open for inspection by the membership
 - a. The secretary can stop the discussion at any meeting to ask for clarification on how an item should be reflected in the minutes

Social Media Member (1)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

The Chapter Board Social Media Member is responsible for upkeep of the chapters' LinkedIn and Twitter accounts as well as ensuring the website is up-to-date with the most recent information. The Social Media Member will be elected at the same time and in the same manner as officers. The Social Media Member shall assist the Chapter Officers in their duties and may take on specific roles as directed by the Chapter President.

1. Serves on the chapter board of directors
2. Attends all local chapter business and board meetings (if possible)
3. Updates the chapter website
4. Responds to email and social media queries
5. Promote events through social media
6. Attends to all electronic media needs of the board

Member at Large (4)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

Chapter Board Members-At-Large shall be members of PDA and shall be elected at the same time and in the same manner as officers. Members-At-Large shall assist the Chapter Officers in their duties and may take on specific roles as directed by the Chapter President. A Past President may be elected as a Member-At-Large immediately following the term as President.

7. Serves on the chapter board of directors
8. Performs duties as delegated by the President such as:
 - a. Committee member
 - b. Committee chairman
 - c. Special project director
 - d. Temporary officer in the absence or disability of the elected officer
9. Attends all local chapter business and board meetings (if possible)
10. Submits reports, as requested, by the President or Treasurer

Not looking to fully commit to the board for 2 years? We are looking for liasons/specialists for specific events. Especially interested in Minnesota, Wisconsin and Ohio!