

CHAPTER CHAIR'S ROLE WITH THE STATE ASSOCIATION

As stated in the duties of the Chapter Chair, they are required to attend and represent their Chapter at State Association meetings. They have a vote on the State Association and should carry the Chapter's group conscience for any issues that may arise always keeping in mind that principles come before personalities.

At the State Association meeting, the Chapter Chair is responsible for:

- 1. Being informed on issues to be discussed by reading the minutes of the previous meeting and the prepared agenda for the current meeting.**
- 2. Bring all required paperwork and checks to meeting**
 - a. Chapter Summary Report**
 - b. Audit Reports for previous two months with copy of bank statements**
 - c. Bringing properly signed, dated checks for current dues and any money owed to the State Association**
- 3. Reading their Chapter Summary Report to the group when called upon to do so**
 - a. After reading the report, turn it in to Chapter Secretary**
- 4. Conducting themselves in a respectful manner and bring up any business they may have for the State Association at the appropriate time**