

## Chapter Executive Positions

Effective Chapter leaders have the skills, the interest and the time to do the job. If you need help developing a volunteer recruitment plan, you can contact the Manager, Chapter Development. The following chapter position descriptions are provided as a guide. Chapters are strongly encouraged to fill the first four positions at minimum. For more information, e-mail [volunteer@huntingtonsociety.ca](mailto:volunteer@huntingtonsociety.ca) or call 1-800-998-7398.

### President

The President is the senior volunteer representative of the Chapter.

#### Responsibilities:

- Call meetings regularly or as needed and act as Chair of the meetings
- Set meeting agendas, deciding in advance what needs to be discussed
- Act as a signing officer on the Chapter bank accounts (if applicable)
- Advise National Office of the names and addresses of the Chapter Executive
- Represent HSC at official functions and special events
- Ensure that the Chapter operates according to HSC regulations and goals

#### Work With:

- Other executive members to recruit volunteers for committees and executive vacancies
- Committee chairpersons to coordinate activities
- The Secretary/Treasurer to ensure that chapter members and National Office are well informed of chapter activities

## Vice-President

Shares the duties of the President and is usually preparing to take over from the President.

### Responsibilities:

- Learn the role of President in preparation for becoming President
  - With the President, coordinate committee activities
  - Chair meetings in the President's absence, or at the President's request
  - Represent the Chapter at official functions and special events in the President's absence, or at the President's request
  - Be a signing officer on the Chapter's bank accounts
  - Help to recruit volunteers for committees and executive vacancies
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## Secretary

Makes sure that Chapter activities are recorded and assists with reporting to National Office.

### Responsibilities:

- Take minutes of all Chapter meetings, including the annual meeting and elections
  - Keep an organized record of the Chapter's minutes, correspondence, reports and lists, regularly sharing minutes and contact list with National Office
  - Write Chapter correspondence, as directed by the Chapter President, to keep Chapter members and National Office well informed of Chapter activities
  - May be responsible for the Chapter email account
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## Treasurer

Makes sure that Chapter funds are carefully handled, submitted, and reported to National Office.

### Responsibilities:

- Keep accurate records of all money received and spent by the Chapter
- Report to National Office regularly
- Present the financial report at the Chapter's annual meeting
- Act as a signing officer on the Chapter's bank accounts

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## **Education and Awareness Coordinator (optional)**

Plans and carries out the Chapter's educational and public awareness activities such as information sessions and #LightItUp4HD initiatives.

### **Responsibilities:**

- Recruit volunteers for education and awareness activities
- Build relationships with local media and encourage their interest in Chapter activities
- Report regularly on education and awareness activities to the Chapter Executive, Chapter Development and at the Chapter's annual meeting

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## **Fundraising Coordinator (optional)**

Plans and carries out fundraising activities for the Chapter.

### **Responsibilities:**

- Recruit volunteers for fundraising activities including committees and day-of
- Coordinate and evaluate the Chapter's fundraising activities
- Report regularly on fundraising activities to the Chapter Executive, Chapter Development and at the Chapter's annual meeting

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## **Amaryllis Coordinator (optional)**

This position involves managing the order, distribution and sales of Amaryllis for the Chapter.

### **Responsibilities:**

- Place the order for Amaryllis with National Office based on orders from Chapter members
  - Develop sales opportunities for Amaryllis and recruit volunteers
  - Report to National Office on Amaryllis sales, keeping records of sellers and successes
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## **Communications Coordinator (optional)**

This position is responsible (possibly with support from a committee) for managing the communications streams about Chapter activities above and beyond those managed by other positions, such as the Secretary.

### **Responsibilities:**

- Manage and make edits to the Chapter website (if applicable)
- Provide regular updates on the Chapter's social media accounts
- May be responsible for the Chapter email account