

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 events@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

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

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

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