



Chapter Officer Roles At-A-Glance

President:

- ✓ In charge of the day to day management of the chapter (Business meetings, Educational meetings, Communication)
- ✓ Assures Chapter Review Form (CRF) is submitted on time
- ✓ Assures chapter maintenance criteria is met
- ✓ Liaison between chapter members and the National Office

President-Elect:

- ✓ In charge of planning and providing education to chapter members
- ✓ Orients to chapter president role
- ✓ Fills in for the Chapter President as needed

Secretary:

- ✓ Takes meeting minutes and submits meeting reports
- ✓ Submits Chapter Update articles for the UroGram
- ✓ Handles chapter correspondence (writes letters: welcome to new members, nonrenewing members)
- ✓ Requests chapter membership list

Treasurer:

- ✓ In charge of chapter financial records, maintains records for the last 7 years and passes them on to the next treasurer
- ✓ Submits financial information to the President to complete the CRF
- ✓ Maintains chapter bank accounts
- ✓ Writes checks
- ✓ Reports to the IRS each year (see SUNA website for instructions)