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)