

ROCKY MOUNTAIN REGIONAL CHAPTER - SOCIETY OF QUALITY ASSURANCE

| Vice President | President | Past President |
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| <p><u>Basic Function</u> The Vice President is the second highest-ranking elected officer of the Chapter, and at the conclusion of his/her term of office, automatically accedes to the office of President and then Director (Past President).</p> <p><u>Duties, Responsibilities and Authority</u> Takes office January 1.</p> <p>The role of the Vice President is to assist the President in the performance of duties. In the absence or incapacity of the President, performs the duties and exercises the powers of the President.</p> <p>Serves as a member of the Executive Committee. Serves as Education Committee chair.</p> <p>Works closely with the President so as to fully understand the duties of that office and to ensure a smooth transition.</p> <p><u>Qualifications</u> An active member of the Chapter, and an active member of the Society of Quality Assurance.</p> | <p><u>Basic Function</u> The President is the highest-ranking elected officer of the Chapter, and at the conclusion of his/her term of office, automatically accedes to the office of Director (Past President).</p> <p>The President shall chair the Executive Committee and shall utilize this committee whenever appropriate.</p> <p>To actively assist the Executive Committee in the execution of society business, and to provide input into the society's operations.</p> <p>To support RMRCSQA adopted policies and direction.</p> <p><u>Duties, Responsibilities and Authority</u> The president shall chair all meetings of the Board of Directors and the Executive Committee.</p> <p>Participates in monthly Regional Chapter President's Committee (RCPC) teleconference meetings.</p> <p>Appoints committee chairs</p> <p>Assigns Chapter member to SQA committees.</p> <p>Formulates agenda for meetings after consultation with Board for additional items of business.</p> <p>Shall assure that the Board meetings are conducted as scheduled. The President shall approve the agenda prior to the meeting and prepare any opening remarks. If the President cannot attend one of the scheduled meetings, s/he shall contact the Vice-President to chair the meeting.</p> <p>The President shall ensure that the Chapter meets deadlines and timelines set by SQA.</p> <p>Writes quarterly column for the Chapter newsletter, <i>The Journal</i>.</p> <p>The President shall assure that Board members and other key volunteers who fail to fulfill their duties are replaced as necessary.</p> <p><u>Qualifications</u> An active member of the Chapter, and an active member of the Society of Quality Assurance.</p> | <p><u>Basic Function</u> The role of the Past President is to assist the President and Vice President in the performance of their duties and to be a mentor for other members of the Board of Directors.</p> <p><u>Duties, Responsibilities and Authority</u> Serves as a member of the Executive Committee (as a Director).</p> <p><u>Qualifications</u> An active member of the Chapter.</p> |

| Treasurer | Secretary | Director |
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| <p><u>Basic Function</u> Serves as a member of the Executive committee.</p> <p>To actively assist the Executive Committee in the execution of society business, and to provide input into the society's operations.</p> <p><u>Duties, Responsibilities and Authority</u> Takes office January 1, serves for 2 years</p> <p>Shall participate in the teleconferences and face-to-face Board meetings to work on policies and procedures and other brainstorming activities. May be excused for attendance by notifying the President prior to the meeting.</p> <p>Keep books on money received and spent.</p> <p>Write checks works with SQA to balance accounts.</p> <p>Submit copies of books and bank statements , procured from SQA, for audit by Chapter members with letter stating books have been audited and signed by the reviewers.</p> <p><u>Qualifications</u> An active member of the Chapter, and an active member of the Society of Quality Assurance.</p> | <p><u>Basic Function</u> Serves as a member of the Executive committee.</p> <p>To actively assist the Executive Committee in the execution of society business, and to provide input into the society's operations.</p> <p><u>Duties, Responsibilities and Authority</u> Takes office January 1, serves for 2 years</p> <p>Shall participate in the teleconferences and face-to-face Board meetings to work on policies and procedures and other brainstorming activities. May be excused for attendance by notifying the President prior to the meeting.</p> <p>Attends all meetings of the chapter and ensures that attendance, votes and the proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.</p> <p>Ensures that copies of the minutes of meetings are approved by the Executive Committee and provided to the officers and directors as appropriate.</p> <p>Keeps an accurate list of members and their status.</p> <p><u>Qualifications</u> An active member of the Chapter, and an active member of the Society of Quality Assurance.</p> | <p><u>Basic Function</u> There will be three elected directors. The past-president will serve as the fourth director.</p> <p>Takes office January 1, serves for 2 years (past-president serves for 1 year).</p> <p>To actively assist the Executive Committee in the execution of society business, and to provide input into the society's operations.</p> <p>To support RMRCSQA adopted policies and direction.</p> <p><u>Duties, Responsibilities and Authority</u> The Executive Committee is responsible for establishing and implementing the policies of the Chapter and for adhering to the by-laws.</p> <p>Each member of the Executive Committee shall affirm that s/he has the support of his/her employer for the time and financial requirements for the length of his/her commitment.</p> <p>Each Director shall participate in the teleconferences and face-to-face Executive Committee meetings to work on policies and procedures and other brainstorming activities. A Director may be excused for attendance by notifying the President prior to the meeting.</p> <p><u>Qualifications</u> An active member of the Chapter.</p> |

Revised 10/27/2009