

# Position Description

# APUS

**General Information:**

*Position Title:* Chapter Officer

*Date Revised:* 2/4/2021

**Synopsis of Role:**

Chapter Officers are student and alumni members of the community who hold volunteer leadership position in a pending or recognized student organization at the university. Chapter Officers work directly with the Chapter Advisor to ensure their respective organization meets university standards outlined in the Chapter Standards Program. Chapter Officers work to engage their chapter through activities that promote academic success, professional development, leadership, service, and commemoration. The Chapter Officer plays an important support role on our virtual campus, and is a professional development opportunity for students and alumni looking to volunteer and get involved with a student organization and enhance their leadership skills.

**Essential Functions/Intended Outcomes:**

Student organizations are expected to establish a governance structure in accordance with organization guidelines, but all organizations should include one or more of the following volunteer chapter officers:

**President**

- Presides at meetings of the organization and at the business meetings of the Executive Board; appoints, with the consensus of the Chapter Advisor and Leadership Council if applicable, participants to committees deemed necessary by the Leadership Council
- Maintains responsibility for the election of incoming officers
- Achieves a working knowledge of the [Student Organization Handbook](#) and the [Chapter Standards Program](#)
- Uses procedural authority to break election ties, excluding the election for the Presidential position

**Vice President**

- Presides at meetings of the organization in the absence of the President
- Uses procedural authority to break election ties, excluding the Vice President position
- Works with members to implement and achieve activities and events outlined in the Chapter Standards Program

**Secretary**

- Records and retains meeting minutes; maintains responsibility for the accurate recording of all documents submitted to the Office of Student and Alumni Affairs and records all activities and events per the Chapter Standards Program guidelines
- Provides copies of university documents to the organization's President and/or the Executive Board upon request
- Maintains the membership list and provides the list to other officers and the chapter advisor as requested
- Composes and submits all required forms
- Coordinates and distributes new member welcome letters and newsletters

**Treasurer**

- Prepares the budget and submits the budget to the Office of Student and Alumni Affairs
- Oversees the budget and works with the organization's officers to ensure the organization remains aware of chapter funds balance

**Webmaster:**

- Submits web updates to the Office of Student and Alumni Affairs to maintain up-to-date content pertaining to the organization
- Monitors and contributes to all of organization's social media outlets (Facebook, LinkedIn, etc.)
- Ensures organization members abide by all policies outlined in the university's student handbook and social media policy

**Executive Committee**

- Comprised of members of the organization appointed by the President of the organization
- Assists the Leadership Council with the oversight of the organization

**Professional Development and Critical Competencies:**

- Self-management, leadership, and teamwork
- Administrative and project management
- Critical thinking
- Communication skills
- Organizational knowledge and strategy

**Qualifications:**

- Meets all eligibility requirements described in the organization's approved constitution and through the respective national office, if applicable
- Current students at the university in good standing, or in most cases, an alumni community member