



## Chapters

### Sample Job Description for Chapter President

#### CHAPTER PRESIDENT

The position description that follows is advisory and should be considered a guideline for use by chapter leadership.

#### Qualifications:

- Employed as a Church Business Administrator
- Active member of the national association (NACBA) and the local chapter
- Knowledgeable about and involved with ongoing chapter operations and activities
- Gifted in organization and communication skills
- FCBA certified or seeking/desiring FCBA certification

#### Responsibilities:

- Accountable to the membership of the local chapter.
- Following the annual election, discusses with fellow officers their job descriptions and role responsibilities
- Calls together the Executive Committee (President, Vice President or President-Elect, Secretary, Treasurer and Past-President) as needed and presides at meetings
- Prepares agenda for all meetings
- Presides at all chapter meetings
- Is ultimately responsible for the overall operation and direction of the chapter and its fiscal health
- Communicates with the membership frequently via telephone, facsimile, newsletter articles, or person-to-person contacts
- Formally appoints Programs, Finance, and Membership committees upon recommendations presented by the President-Elect, Treasurer, and Secretary; is an ex-officio member of all committees
- Has the authority to appoint temporary committees, with approval of the Executive Committee; these committees shall automatically expire upon completion of their specified duties.
- Submits an on-line meeting report on the NACBA website following each chapter meeting. ([www.nacba.net/reports](http://www.nacba.net/reports)) or appoints such duties to the Secretary.
- Responsible for submitting the annual Chapter Achievement Award Report to the office of the NACBA by June 1<sup>st</sup> of each year ([www.nacba.net/reports](http://www.nacba.net/reports))
- Submits a list of chapter members to the NACBA office each year (end of May)
- Develops membership in both local chapter and NACBA
- Promotes certification training and the annual NACBA conference
- Attends the NACBA annual conference whenever possible
- Encourages financial support of the NACBA General Fund and/or Endowment Fund
- Maintains communication with the NACBA Board member assigned to the chapter.

**Term of Office:** One year

09/14/2007



## Chapters

### Sample Job Description for Chapter Vice President or President E-lect

The position description that follows is advisory and should be considered a guideline for use by chapter leadership.

#### Qualifications:

- Employed as a Church Business Administrator
- Active member of the national association (NACBA) and the local chapter
- Knowledgeable about and involved with ongoing chapter operations and activities
- Gifted in organization and communication skills
- FCBA certified or seeking/desiring FCBA certification

#### Accountable to:

- the membership of the local chapter and the chapter's president

#### Responsibilities:

- Acts on behalf of the chapter president in the absence or disability of President
- Attends Executive Committee meetings
- Serves as chair of the chapter's Program Committee and, as chair, recruits committee members, prepares agenda, calls meetings and is accountable for the operation of the committee
- Recommends to Chapter President names for appointment to the Program Committee
- In the absence of a Program Committee, is responsible for planning chapter programs for the year in collaboration with members of the Executive Committee, applying to the national NACBA office for CEU credit and distributing to the membership a printed schedule of the meeting places and programs no later than the September chapter meeting each year; is responsible for contacting speakers (topic, time frame, protocol, hand-outs, equipment needed), notifying Chapter Secretary of special facility needs and anticipated attendance projections, introducing speakers at meetings, coordinating speaker stipend with the treasurer, sending a follow-up note of appreciation and/or evaluations to speakers, and preparing press releases for upcoming chapter programs. Any or all of these responsibilities may be delegated to Program Committee members
- Annually prepares an end-of-the-year evaluation for membership to complete and return
- Transmits pertinent program press releases and speaker information to Secretary for newsletter publication
- Advances to the position of Chapter President the following year or upon resignation received from the Chapter President

**Term of Office:** One year

09/17/2007



## Chapters

### Sample Job Description for Chapter Secretary

The position description that follows is advisory and should be considered a guideline for use by chapter leadership.

#### Qualifications:

- Employed as a Church Business Administrator
- Active member of the national association (NACBA) and the local chapter
- Knowledgeable about and involved with ongoing chapter operations and activities
- Gifted in organization and communication skills
- Comfortable with word processing, database and desktop publishing computer software or the delegation of those abilities to other skilled people

#### Accountable to:

- The membership of the local chapter and the Chapter President

#### Responsibilities:

- Attends Executive Committee meetings and records minutes of the proceedings
- Is responsible for minutes of chapter meetings and the timely publication of minutes to the membership (via newsletter or chapter meetings); sends a copy of minutes to the Membership Associate at the National Office.
- Serves as chair of the chapter's Membership Committee and as chair, recruits committee members, prepares agenda, calls meetings, and is accountable for the operation of this committee
- Recommends to President names for appointment to Membership Committee
- In the absence of Membership Committee, is responsible for all

##### A. \*Communication to the membership

1. Sends invitations, chapter program information and applications to prospective members in a timely fashion
2. Provides membership with annual updated member directory or chapter roster; sends directory/roster to the NACBA national office as part of the Chapter Achievement Award Reports, submitted annually by the Chapter President
3. Publishes monthly or periodic meeting notice and/or newsletter (responsible for composition, printing, and mailing)
4. Carries on all necessary chapter correspondence
5. Works with the monthly or periodic chapter meeting host/hostess, providing attendance information at least one week prior to the meeting

##### B. Communication to larger community

1. Provides publicity for upcoming chapter programs (press releases, etc.)

\*Any or all of these responsibilities may be delegated to members of the Membership Committee

**Term of Office:** One year



## Chapters

### Sample Job Description for Chapter Treasurer

The position description that follows is advisory and should be considered a guideline for use by chapter leadership.

#### Qualifications:

- Employed as a Church Business Administrator
- Active member of the national association (NACBA) and the local chapter
- Knowledgeable about and involved with ongoing chapter operations and activities

#### Accountable to:

- The membership of the local chapter and the Chapter President

#### Responsibilities:

- Attends Executive Committee meetings
- Serves as chair of the chapter's Finance Committee and, as chair, recruits committee members, prepares agenda, calls meetings and is accountable for the operation of the committee
- Recommends to Chapter President names for appointment to the Finance Committee
- In the absence of a Chapter Finance Committee, is responsible for the following (any of which may be delegated to members of the Finance Committee):
  1. Monthly or periodic Financial Reports and the reporting of such reports to the membership, either via the newsletter or at chapter meetings
  2. A Year-End Financial Report; preparation of all financial records for presentation to his/her successor
  3. All monies collected and disbursed
  4. Notification of membership expirations and requests for membership dues/renewals, prior to the January chapter meeting
  5. Providing Chapter Secretary with list of current membership at the beginning of the second month of the chapter's membership year; updating/revising the list throughout the calendar year, periodically notifying the Secretary and President of these revisions
  6. Sending speaker stipends as requested by President-Elect or Program Committee members
  7. Monthly reconciliation of bank checking account
  8. Maintaining current signature cards on file at the bank, including at least one additional Executive Officer's signature, for all chapter financial accounts

**Term of Office:** One year

09/17/2007



## Chapters

### Sample Job Description for Chapter Past President

The position description that follows is advisory and should be considered a guideline for use by chapter leadership.

#### Qualifications:

Immediate Past-President of chapter

#### Accountable to:

- No one in particular – serves as resident “sage,” the Keeper of the Tradition

#### Responsibilities:

- Hands over the President’s file(s) to incoming Chapter President and discusses with him/her the job description, expectations and past year’s experiences
- Attends Executive Committee meetings whenever possible
- Serves as a source of support and affirmation to the new President during his/her term of office

Serves as a resource to the President-Elect or Program Committee with regard to success or failure of past programs, speakers or chapter activities in general

**Term of Office:** One year

09/17/2007