

Georgia Chattahoochee APMP Chapter Officers – Duties and Responsibilities

Responsibilities for all Officers:

- Attend chapter and board meetings and participate in the officers' teleconference calls.
- Promote APMP among individuals or companies seeking information regarding proposal preparation and proposal management.
- Must have current APMP membership to be elected and remain a chapter officer.
- Establish, and update as required, chapter bylaws.
- Perform other chapter duties as directed by the Board of Directors.

Chair	Responsibilities
Chapter Chairman	<p>Has general responsibility for chapter management, business affairs, and chapter property.</p> <ul style="list-style-type: none"> • Provides leadership, vision, and direction for the Georgia Chattahoochee APMP Chapter • Lead the Board of Directors meetings including: establish agendas, communicate meeting location and time, ensure all board members and committee chairs routinely report on activities, and track action items from each meeting. • Communicate chapter activities and needs to the Southeast Regional Director and APMP Board of Directors, as appropriate. • Network with other APMP chapter chairs and share and implement best practices with the chapter board members, if appropriate. • Conduct face-to-face bi-monthly Chapter meetings (officers' reports, giveaways, greet speaker/meeting sponsor) and help preside over Annual Southern Proposal Accents Conference (SPAC). • Schedule and conduct the bi-monthly officers' meetings (conference calls opposite months of Chapter meetings). • Respond promptly to inquiries from members and non-members. • Lead outreach efforts to new organizations to gain involvement in APMP. • Develop articles for each chapter newsletter. • Actively participate on the SPAC planning committee and accept leadership role.
Chapter Vice Chair	<ul style="list-style-type: none"> • In the Chapter Chairperson's absence, assume Chapter Chairman's responsibilities. • Develop and manage academy and community outreach, career development activities • Manage Chapter Sponsorship Program: • Create and maintain active sponsorship guidelines and agreement documents. • Solicit and contact potential sponsors for Chapter meetings • Coordinate with Promotion and Membership Chairs to have sponsor information included with chapter newsletter and meeting announcements via chapter and APMP national websites • Coordinate with the sponsor to make sure sponsors bring enough items to meeting for each attendee and that the vendor's discussion is relevant to the membership • Support coordination, preparation and submission of the Georgia Chapter for APMP Chapter leadership awards by first quarter of each year, in accordance with current APMP guidelines • Actively participate on the SPAC planning committee and accept leadership role, as appropriate
Program Co-Chairs	<ul style="list-style-type: none"> • Plan bi-monthly dinner meeting programs. Solicit program ideas from chapter members and other officers. Present program plans to officers for input and approval. • Provide program, and menu information to the Promotion Chair for inclusion in meeting announcements and to Webmaster for Chapter web site. • Manage overall chapter relationship with hotel that hosts bi-monthly meetings and annual conference. Approve and sign contracts for meetings on behalf of the chapter, consulting with other officers as needed. If new hotel arrangements are needed, work with other officers to research prospective sites and negotiate a satisfactory agreement for the chapter. • Arrive at the hotel before meeting to check setup. Communicate any needed changes to hotel staff. Verify attendee count and bill from the hotel. Provide final bill to

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	<p>treasurer for payment. Bring the chapter banners and mount them on the walls according to the hotel guidelines.</p> <ul style="list-style-type: none"> • Research prospective speakers for bi-monthly meetings to verify appropriateness for the chapter and make invitations as required. • Once a speaker is scheduled, verify speaker's requirements for audiovisual equipment or other special needs for the program. Make arrangements with hotel or chapter members for audiovisual equipment needed for speakers, finding the most economical source. • Actively participate on the SPAC planning committee and accept leadership role, as appropriate,
Treasurer	<ul style="list-style-type: none"> • Perform check-in/registration for all meetings: sign in sheets, name tags, pens, and collect payments. • Provide a list of all meeting attendees (name and e-mail address) to the Promotion Chair and Membership Chair for updating the chapter's e-mail list for announcements. • Process deposits, credit card payments, and distribute receipts. • Perform all check book functions, and make a treasury report at each officer's meeting and each bi-monthly chapter meeting. • Act as lead for Conference Registration for the SPAC. • Produce and submit the quarterly chapter report to the national APMP board. • Provide a treasurer's report for monthly posting on our web site, and a bi-monthly report and at our meetings. • Update registration website and process with information and registration options as needed. • Serve as liaison for venue for chapter meetings. Approve and sign banquet orders for chapter meetings. • Provide updated counts to the hotel and provide guaranteed number based on contract for the meeting. • Approve payments to venue for chapter meetings. • Actively participate on the SPAC planning committee and accept leadership role, as appropriate.
Secretary	<ul style="list-style-type: none"> • Take minutes of the Officers Meetings (and Dinner Meeting announcements) for distribution to the other officers via email and/or post to website. • Develop, print, and distribute the Chapter Newsletter at chapter meetings. Coordinate reports from other officer for inclusion in the newsletter. Post the newsletter on the Chapter website. • Write a brief summary of bi-monthly meetings for newsletters • Develop documentation plan for all Chapter business. • Assist with minutes for SPAC conference calls. • Actively participate on the SPAC planning committee and accept leadership role, as appropriate.
Membership Chair	<ul style="list-style-type: none"> • Record and maintain membership records, including the name, address, and place of employment of each member. • Arrive early to dinner meetings and greet everyone attending the meeting (help with sign in and registration). • Explain the benefits of joining APMP to individuals that are not APMP members and try to get them to join. • Bring APMP Membership Applications to the dinner meetings so that new people can join and existing members can renew. These Applications are found online at http://www.apmp.org/home.html. • If an individual joins/renews, collect his/her completed application and mail it to APMP National or have the new member mail it to APMP National. • Review Membership List-On the first of each month, Barry Fields will e-mail a list of all Chattahoochee Members to the Membership Chair. Members that have not paid their renewal dues are highlighted in yellow. The Membership Chair sends this person an e-mail (or phones) to remind them that their annual dues are due. This is also an opportunity to find out why they don't want to renew, if applicable. Members that are highlighted in blue are new members. The Membership Chair sends an e-mail (or phones) welcoming this person to APMP. • Submit info corrections/updates of GA members for the national APMP's membership list maintained by Barry Fields. • Plan and implement one major membership drive to coincide with either our Annual SPAC Conference or our Membership Appreciation Meeting. Think of additional creative ways to get new members to join APMP.

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	<ul style="list-style-type: none"> • Provide bi-monthly reports regarding membership to the Publications Chair for inclusion in the newsletter, and to the Promotions Chair to update the email list. • Assist Promotions Chair with maintenance of member e-mail addresses and maintain list of member prospects. • Assist Secretary/Treasurer with Conference Registration • Actively participate on the SPAC planning committee and accept leadership role, as appropriate.
Publication and Promotion Chair	<ul style="list-style-type: none"> • Produce and distribute publicity releases regarding our chapter meetings and conferences -- this includes publicity notices, local media, and our email address list. • Coordinate with the Program Co-chairs to publicize all chapter meetings. • Submit chapter announcements to APMP website and coordinate sponsor with vice chair. • Coordinate promotional announcements for meetings and SPAC to go on chapter website • Create and mail meeting announcements to extended chapter mailing list. If needed for specific menu choices, include question regarding chicken/vegetarian dinner alternatives. • Maintain and update the e-mail address list for publicity releases. • Receive monthly reports from APMP regarding chapter membership, and add the e-mail addresses for new members. • Be one of the points of contact for answering questions about the chapter, APMP, and our events. • Coordinate with the SPAC Chairs to publicize SPAC. • Actively participate on the SPAC planning committee and accept leadership role, as appropriate.
Job Opportunity Chair	<ul style="list-style-type: none"> • Coordinate open job opportunities from firms in Georgia and the Atlanta Area. • Maintain an accurate listing of available jobs with job descriptions on the Chapter website. • Coordinate with members who are actively seeking new job opportunities. • Maintain a current listing of Independent Contractors for the Website. • Assist with the SPAC with vendors and goodies. • Actively participate on the SPAC planning committee and accept leadership role, as appropriate.
SPAC Conference Chair	<ul style="list-style-type: none"> • Coordinate and oversee all aspects of the SPAC: theme, finances, speakers, topics, agenda, publicity, registration, facilities, feedback surveys, conference packet, vendor sponsors, and goodies. • Lead the SPAC planning committee for the annual SPAC conference and manage the hotel arrangements for meeting rooms, catering, audiovisual equipment, etc. • Make initial reservation with the hotel as soon as a date is chosen and sign contract for this reservation on behalf of the chapter to guarantee the room. • Create postings for conference and coordinate with Promotion chair and Webmaster. • Provide updated counts to the hotel and provide guaranteed number based on contract for the meeting. • Attend the conference and coordinate with hotel catering staff to ensure that all arrangements are satisfactory as specified. Approve final bill from hotel for conference and provide to treasurer for payment. • Coordinate with other Chapters that may be involved with conference support (i.e. co-chairs from Carolina or other SE Chapters), including financial arrangements and division of responsibilities. • Oversee conference committee made of up the Board and Member volunteers. • Preside over Conference. • Review feedback surveys and capture key information for future planning efforts • Assist incoming Conference Chair with lessons learned, suggestions, etc.