

_____, As the Chapter Chair:

You agree to uphold your responsibilities to your Chapter, your Section and the International organization.

- to be the guiding force to encourage your members to fly, to participate in Chapter activities and to welcome new members.
- to Conduct both general membership and leadership team meetings.
- to Carry out Section and International responsibilities not limited to: 1- Submit required reports, 2- Answer communications on behalf of your Chapter 3- Communicate information received through Chapter meetings and as needed thru emails or mailings to your members
- to Appoint committees, coordinate and monitor committee activities to achieve Chapter's goals.
- *Approve all documents, ensure chapter records are maintained accurately for each officer
- *Approve all PR, to newsletters, news paper articles written on behalf of the chapter
- *Lead the chapter in fundraising events, and maintain good financial standing
- *Ensure the Chapter is active in educating the public about the 99s, becoming a pilot and aviation careers
- Project a good 99s image in the community and amongst your 99 family
- Attend Section Meetings, Section Board Meetings, Chapter Chair Meetings and the International Conference whenever possible in order to promote networking between Chapter Chairs.
- Delegate to your committee chairs and other members as many jobs as possible in order to promote a sense of Chapter involvement; leave yourself free to help where specifically needed and carry out leadership responsibilities.
- Make an honest effort to know all your Chapter's members.
- Make new members and Student Pilots feel welcome at Chapter functions.

Chapter Vice Chair

_____, as the Chapter Vice Chair

-you agree to assist the Chapter Chair in the performance of her duties and perform the responsibilities of the Chapter Chair in her absence.

- to complete delegated duties or projects and to assist in managing the business of the Chapter.
- to become fully knowledgeable about the inner workings of the Chapter so that you are capable of stepping into the role of Chapter Chair, either through the election process or due to an unanticipated departure of the Chapter Chair.
- to secure speakers for chapter meetings, schedule activities, and assist the chapter chair in planning chapter fundraisers, Let's Fly Events, Fly-outs, and other events as determined by the chapter chair and chapter membership
- Project a good 99s image in the community and amongst your 99 family

Chapter Secretary

_____, As the Chapter Secretary you agree

- to be responsible for the accurate and timely account of all transactions that occur in Chapter meetings and/or Committee meetings as warranted. You will handle Chapter correspondence, maintain written and/or electronic files of minutes, all papers and documents pertaining to Chapter transactions
- you will Prepare and distribute copies of the Chapter roster as needed, welcome new members to the chapter, send out meeting notifications prior to scheduled meeting
- you will present chapter meeting minutes for approval
- Project a good 99s image in the community and amongst your 99 family

Chapter Treasurer

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_____, As Treasurer you agree to

- be responsible for management of the Chapter's treasury.
- to maintain all records and receipts for income and expenses, as required by the IRS and state agencies.
- to Review Chapter budget and treasury and provide a Monthly Report at business meetings for discussion and approval, if warranted.
- To Pay out any budgeted donations and/or expenses as directed by

Chapter Chair as voted by membership; recording and tracking payments in the Treasurer's books.

- Preparing and file reports as required by Section or International (e.g., 501(c)(3) report for the Section Treasurer).
- Ensure the monthly bank statements are reconciled

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_____, as the Chapter Historian

You agree to

- maintain historical records of the chapter, such as special awards, scholarship winners, main events and any information relevant to the chapter, so that future members are able to go back in time and be able to know the chapter history thru these records
- You agree to care for the kiosk at FWAM, and exchange the theme at least biannually

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