

2024-2025

The CRMC-ACP Bylaws provide descriptions for each officer and director position on the board. This list will assist with transitions each year and may be modified by the Executive Committee with recommendations from the board. Any responsibilities in the current bylaws supersede responsibilities listed here.

General board member expectations:

* Attend monthly board meetings (about 1 hour each month)
* Provide a detailed turnover to the next person elected (about 4 hours once every two years)
* Participate in the Chapter planning (about 4 hours once a year)
* Monitor to keep spending within assigned budget unless approved by board
* Perform the activities assigned to the respective position

|  |  |
| --- | --- |
| **President** | Officer, Two-year Term: 2024 and 2025  (Executive Committee Member) |
| Summary: The President is the principal executive officer for Chapter. | |
| Bylaws Assigned Duties:   1. Preside at the scheduled membership business meetings of the Chapter membership and the Chapter Executive Committee. 2. With chapter executive committee members and directors as appropriate, develop the agenda, schedule, communicate, and facilitate chapter business meetings. This includes tracking in-person and virtual attendance. Typically, chapter business meetings are paired with program events. 3. Exercise general charge of the Chapter officers and directors. 4. Chair the Chapter Executive Committee (The president may not chair any other committees.) 5. Act as an ex-officio member of all Chapter committees, but is only empowered to cast a tie-breaking vote for the committee at the committee chairman's request. 6. Act as the primary interface with external organizations and as the Chapter's primary interface to ACP National. 7. The Chapter President shall appoint annually an internal audit committee, consisting of three (3) or more Chapter members in good standing. 8. Individually welcome new members to the chapter via email, phone call, or other personal outreach as notified by the membership report from ACP National/ACP Staff. | |
| Additional Responsibilities: Lead the annual transition and planning meetings; attend the ACP National Leadership Conference, when appropriate; attend regular Presidents’ Council meetings; respond to questions and requests from ACP National; respond to questions and inquiries from external individuals and community organizations; produce a monthly Chapter report for ACP National, as required. | |
| Estimated time commitment: 6-8 hours per month | |

| **Secretary** | Officer, Two-year Term: 2024 and 2025  (Executive Committee Member) |
| --- | --- |
| Summary: The Chapter Secretary is the recorder of all Chapter activities and maintains all Chapter non-financial business records. | |
| Bylaws Assigned Duties:   1. Attend and record minutes of all Chapter Executive Committee meetings, board meetings, and chapter meetings. 2. In cooperation with other Directors, give, or cause to be given, notice of all scheduled membership meetings of the Chapter as well as the Chapter Executive Committee and Board of Directors meetings. 3. Maintain, in current status, the Chapter Bylaws with ACP National and the state of Colorado, and all amendments and policies as determined by Chapter membership, the Chapter Executive Committee, and/or the ACP National Board. 4. Maintain a current copy of the Chapter’s Records Retention Policy and ensure all Directors are aware of their responsibilities. In December of each year, direct a voluntary updating of all records. 5. Provide an annual statement of the Chapter Executive Committee members to the ACP National Secretary for filing with such public agencies as required preserving the ACP National non-profit status. 6. Be the primary recipient of the membership report from ACP National/ ACP Staff and brief the Chapter Board of Directors on any changes in each Board meeting. | |
| Additional Responsibilities: Record and distribute board meeting minutes in a timely manner to Chapter board members; support the annual election process; attend regular ACP National Leaders’ meetings; create agenda for monthly Chapter meetings. | |
| Estimated time commitment: 4-6 hours per month | |

| **Treasurer** | Officer, Two-year Term; Only 2024 as part of new bylaw transition (2025 and 2026 after that)  (Executive Committee Member) |
| --- | --- |
| Summary: The Treasurer is the administrator of all Chapter financial activities and maintains all Chapter financial records. | |
| Bylaws Assigned Duties:   1. Supervise Chapter financial affairs. 2. Perform all the duties incident to the office of Chapter Treasurer. 3. Sign any check, draft, or other order of Chapter payment of money. An authorized member (normally the President) of the Chapter Executive Committee, who is not the recipient, will cosign all such instruments. Two signatures are required for each check. 4. Prepare monthly financial statements for the Chapter membership, the ACP National Board, and any government reporting in such form and frequency as required. 5. Provide for the custody and safekeeping of all Chapter securities and monies. 6. By March 1 (February 29th during leap years) of the following year, provide an annual statement of Sources and Uses to the ACP National Treasurer for filing with such public agencies as required to preserve the ACP National non-profit status. 7. By March 1 of the following year, provide a copy of the Chapter Audit to the ACP National Treasurer. 8. Monitor receipt of Chapter dues from ACP National based on the membership report provided by ACP National/ACP Staff. 9. Have the next year’s budget prepared by December 1st and sent to the Chapter Executive Committee with approval of the budget by December 31st. | |
| Additional Responsibilities: In conjunction with the President and Secretary, establish ad-hoc committees as necessary. In addition, work with Chapter Executive Committee to address issues or concerns related to Board activities, changes to Bylaws, or adherence to rules and guidelines established by National ACP. | |
| Estimated time commitment: 4-6 hours per month | |

| **Director of Programs and Education** | Director, Two-year term: Only 2024 as part of new bylaw transition (2025 and 2026 after) |
| --- | --- |
| Summary: The Director of Programs is responsible for the planning and delivery of regular Chapter meetings and for chairing Program Committees as necessary. | |
| Bylaws Assigned Duties:   1. Be responsible for the arrangement of speakers, panels, and topics to be presented at chapter program events and, with the Chapter Treasurer, arrange for payment of any costs involved through the Chapter's Executive Committee. If the program event is combined with a chapter business meeting, the chapter business meeting portion falls under the Chapter President’s responsibility to develop and facilitate.    1. Arrange program event facilities, including the coordination of technology resources for online presentation or participation such as webinar services or teleconference bridges.    2. With the Director of Public Relations, track attendance at program events (both in-person and virtual attendance).    3. Provide for the custody and safekeeping of Chapter-owned equipment used for the presentation of program events.    4. Obtain in advance the speaker’s biographical information and presentation materials, and, in coordination with the Director of Public Relations, make these materials available for Chapter members. 2. Chair the Chapter Program Committee (when needed). 3. Chair or appoint another to chair the Member Appreciation Event Planning Committee. 4. Maintain communication and contact documentation for all local organizations, companies, and academic institutions with whom the chapter interacts. 5. Continue outreach to academia including coordination of shared events, contingency-related seminars, trainings, certification programs, Contingency and Emergency Planning courses, degree programs, etc., as they become available. 6. Ensure the Chapter Dropbox folder for this area is in compliance with the Chapter Records Retention Policy. | |
| Additional Responsibilities: Notify Director of Public Relations of upcoming meeting information; arrange for refreshments at Chapter meetings (may include catering arrangements for sponsored lunch meetings); print and distribute an agenda and speaker evaluation form at each Chapter meeting, when appropriate; attend ACP National Leaders' meetings. | |
| Estimated time commitment: 10-25 hours per month | |

|  |  |
| --- | --- |
| **Director of Sponsorship and Outreach** | Director, Two-year term: 2024 and 2025 |
| Summary: The Director of Sponsorship and Outreach is responsible for the content development and message delivery of communications to Chapter stakeholders. | |
| Bylaws Assigned Duties:   1. Be responsible for identifying and recruiting sponsors for the Chapter, including soliciting sponsorships for annual special events, and working with sponsors to ensure they receive value from the group for their sponsorship. 2. Maintain chapter sponsorship prospectus document (categories of chapter sponsorship and the benefits of each). 3. Maintain communication and contact documentation for current and potential sponsors. 4. Develop and manage recruitment strategies for new members and retention strategies for existing members, including membership drives as needed 5. As needed and in collaboration with the Director of Public Relations, develop and produce marketing materials both internal and external to the chapter, (also in collaboration with ACP National as appropriate). 6. Ensure the Chapter Dropbox folder for this area is in compliance with the Chapter Records Retention Policy. | |
| Additional Responsibilities: Identify and encourage partnership with those organizations related to the continuity field whose members may derive value from attending ACP events and whose activities would be of interest to ACP members. | |
| Estimated time commitment: 6-8 hours per month | |

|  |  |
| --- | --- |
| **Director of Public Relations** | Director, Two-year term: Only 2024 as part of new bylaw transition (2025 and 2026 after) |
| Summary: The Director of Public Relations is responsible for the content development and message delivery of communications to Chapter stakeholders. | |
| Bylaws Assigned Duties:   1. In collaboration with other directors, create and manage communication to members and to the ‘friends distribution list’, and monitor activity on the Chapter’s social media channels, including but not limited to Constant Contact, LinkedIn, website, and Facebook, within compliance of Federal and Colorado law, and chapter retention guidelines. 2. Administer, in coordination with other directors, the Chapter’s social media accounts, software subscription accounts, domain name registration, email marketing software, event management software, and other systems. 3. Provide technical support to Directors as necessary. 4. Ensure the Chapter Dropbox folder for this area is in compliance with the Chapter Records Retention Policy. | |
| Additional Responsibilities: Create/approve/distribute Chapter notices from the board; create and produce ACP and Chapter printed materials for meetings and special events; attend ACP National Leaders' meetings. | |
| Estimated time commitment: 6-8 hours per month | |