



ASSOCIATION OF CONTINUITY PROFESSIONALS

The CRMC-ACP Articles of Association (AoA), Article IV provides 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.

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)
- Participate in the chapter planning (about 4 hours)
- Keep spending within assigned budget unless approved by board
- Perform the activities assigned to the respective position

President	Officer, Two-year Term (Executive Committee Member)
Summary: The President is the principal executive officer for Chapter.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Perform all duties incident to the office of Chapter President as defined by ACP Corporate. 2. Preside at the scheduled meetings of the Chapter membership, Chapter Executive Committee, and the Chapter Board of Directors. 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. The President is empowered only to cast a tie-breaking vote for the committee at the committee chairperson's request. 6. Act as the primary interface with ACP Corporate and other external organizations. 7. Perform such other duties as may be assigned by the ACP Corporate Board of Directors. 	
Additional Responsibilities: Lead the annual transition and planning meetings; attend the ACP Corporate Leadership Conference; attend regular Presidents' Council meetings; respond to questions and requests from ACP Corporate; respond to questions and inquiries from external individuals and community organizations; produce a monthly chapter report for ACP Corporate.	
Estimated time commitment: 6-8 hours per month	

Secretary	Officer, Two-year Term (Executive Committee Member)
Summary: The Chapter Secretary is the recorder of all Chapter activities and maintains all Chapter non-financial business records.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Perform all duties incident to the office of Chapter Secretary as defined by ACP Corporate. 2. Create the agenda for, attend, and record minutes of all Chapter business meetings, including Chapter Executive Committee meetings, Board of Directors meetings, and Chapter meetings. 3. Manage and maintain Chapter records using the Chapter Records Retention Schedule; oversee the authorized destruction of expired records. 4. In cooperation with the Director of Programming or 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. 5. Maintain, in current status, the Articles of Association (with ACP Corporate and the Chapter), and all amendments and policies as determined by Chapter membership, the Chapter Board of Directors, and the ACP Corporate Board of Directors. 6. Provide an annual statement of the Chapter Executive Committee members to the ACP Corporate Secretary/BFO for filing with such public agencies as required to preserve the ACP Corporate nonprofit status. 	

Secretary	Officer, Two-year Term (Executive Committee Member)
<ol style="list-style-type: none"> 7. Collect and distribute the Chapter's mail correspondence, including maintaining the Chapter's official Post Office mailbox, the list of authorized users, and distribution of mailbox keys. 8. Provide support of the Nominating Committee and the annual election process. 9. Arrange annual Chapter transition and planning meetings. 10. Perform such other duties as may be assigned by the Chapter President or ACP Corporate Board of Directors. 	
<p>Additional Responsibilities: Collect and distribute mail from PO box; record and distribute board meeting minutes in a timely manner to chapter board members; support the annual election process; attend regular ACP Corporate Secretaries' meetings; arrange annual chapter transition and planning meetings; create agenda for monthly chapter meetings. Share the responsibility for writing articles for the chapter website.</p>	
<p>Estimated time commitment: 4-6 hours per month</p>	

Treasurer	Officer, Two-year Term (Executive Committee Member)
<p>Summary: The Treasurer is the administrator of all Chapter financial activities and maintains all Chapter financial records.</p>	
<p>AoA Assigned Duties:</p> <ol style="list-style-type: none"> 1. Perform all duties incident to the office of Chapter Treasurer as defined by ACP Corporate. 2. Provide for the custody, safekeeping, and monitoring of all Chapter physical assets, securities and monies (i.e., checkbook and debit card). 3. Sign any check 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 countersign all such instruments. Two signatures are required for each check. 4. Collect and validate deposit payments made to the Chapter, including checks, processed credit card payments, and electronic funds transfers. 5. Prepare monthly financial statements for the Chapter Board of Directors, the ACP Corporate Board of Directors, and any government reporting in such form and frequency as required. 6. Provide documentation and support as requested by the Audit Committee and the annual audit process. 7. Provide an annual statement of Sources and Uses to the ACP Corporate Treasurer/CFO for filing with such public agencies as required preserving the ACP Corporate nonprofit status. 8. Perform such other duties as may be assigned by the Chapter President or ACP Board of Directors. 	
<p>Estimated time commitment: 4-6 hours per month</p>	

Director of Programs	Director, One-year Term
<p>Summary: The Director of Programs is responsible for the planning and delivery of regular Chapter meetings and for chairing Program Committees as necessary.</p>	
<p>AoA Assigned Duties:</p> <ol style="list-style-type: none"> 1. Arrange the speakers, panels, and topics to be presented at Chapter meetings. 2. Arrange meeting facilities, including the coordination of technology resources for online presentation or participation such as webinar services or teleconference bridges. 3. Coordinate the creation of meeting agendas with the Chapter Secretary. 4. Provide for the custody and safekeeping of Chapter-owned equipment used for the presentation of meetings. 5. Arrange for payment of any costs involved in conducting the meetings. 6. Obtain in advance the speaker's biographical information and presentation materials, and, in coordination with the Director of Communications and the Director of Technology, make these materials available for Chapter members. 7. Chair the Chapter Program Committee (when needed). 8. Chair the Anniversary Event Planning Committee. 9. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
<p>Additional Responsibilities: Notify Directors of Technology and Communications 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; attend bi-monthly ACP Corporate Program Directors' meetings.</p>	
<p>Estimated time commitment: 10-25 hours per month</p>	

Director of Technology	Director, One-year Term
Summary: The Director of Technology is responsible for the administration and maintenance of the Chapter's website and other information technology systems, tools, and software subscriptions used to support the execution of Chapter business and communication.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Administer the Chapter Internet website, including managing any technology vendors. 2. Provide technical support to Directors as necessary. 3. Serve as the interface to the ACP Corporate Administrative Service Provider on matters related to the Corporate website environment. 4. Administer the Chapter's social media accounts. 5. Administer the Chapter's software subscription accounts, including domain name registration, email marketing, event management, and other systems. 6. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
Additional Responsibilities: Maintain members-only website and password; update website with meeting and other information provided by board members; ensure timely payment for website service providers; vendor management of website service providers; attend ACP Corporate Information Directors' meetings.	
Estimated time commitment: 2-4 hours per month	

Director of Membership	Director, One-year Term
Summary: The Director of Membership is responsible for the management of current members and for recruiting new members.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Maintain, in cooperation with the ACP Corporate Administrative Service Provider, a current listing of all Chapter members. 2. Develop and manage recruitment strategies for new members and retention strategies for existing members. 3. Manage registration for all Chapter meeting and functions and track attendance for validation of continuing education credits as requested by members. 4. Provide a current membership report monthly to the Chapter Board of Directors. 5. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
Additional Responsibilities: Monitor Educational Membership participants and ensure all benefits are offered/delivered; administer Internship Program, if appropriate; track opt-outs; provide membership directory to Director of Technology; order and maintain name tags; maintain sign-in sheets for all members to track their CEU credits for certification; send a Welcome Letter to each new or renewed member; research and resolve email address bounces; contact potential members identified by other CRMC board members or ACP HQ; provide membership information monthly as requested by the Secretary; attend ACP Corporate Membership Directors' meetings; organize and deliver Points Program Awards.	
Estimated time commitment: 9-12 hours per month	

Director of Outreach & Community Education	Director, One-year Term
Summary: The Director of Outreach & Community Education is responsible for development and delivery of instructional programming to external organizations and community members and for promoting the chapter and the business continuity profession at seminars, conventions, and other public presentations.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Design and deliver educational programs to community partners and groups of interest. 2. Maintain communication and contact documentation for all local organizations, companies, and academic institutions with whom the chapter interacts. 3. Represent the Chapter at seminars, conventions, and other public presentations. 4. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
Additional Responsibilities: Notify Directors of Technology and Communications of educational events of interest to chapter members; chair ad hoc educational outreach committees.	
Estimated time commitment: 6-8 hours per month depending on projects adopted	

Director of Communications	Director, One-year Term
Summary: The Director of Communications is responsible for the content development and message delivery of communications to Chapter stakeholders.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Distribute Chapter notices as requested by the Chapter Board of Directors. 2. Establish, edit, and publish Chapter informational communications to members. 3. Manage content and monitor activity on the Chapter's social media channels. 4. Develop content for the Chapter website and coordinate posting with the Director of 5. Technology. 6. In conjunction with ACP Corporate, issue Chapter media statements as necessary. 7. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
Additional Responsibilities: Create/approve/distribute chapter notices from the board; create and produce ACP and chapter printed materials for meetings and special events.	
Estimated time commitment: 6-8 hours per month	

Director of Marketing & Sponsorships	Director, One-year Term
Summary: The Director of Marketing and Sponsorships is responsible for attracting and managing the Chapter's relationships with organizational sponsors and for developing and communicating the Chapter's brand and marketing initiatives.	
AoA Assigned Duties:	
<ol style="list-style-type: none"> 1. Develop and administer Chapter's vendor sponsorship program and ensure delivery of sponsor benefits. 2. Maintain communication and contact documentation for current and potential sponsors. 3. Solicit annual chapter and special event organizational sponsorships. 4. Develop and produce marketing materials both internal and external to the chapter, in collaboration with ACP Corporate and the ACP Corporate Administrative Services Provider. 5. Respond to all external organization requests for information about the Chapter. 6. Assist other Board members with marketing, promotion, and brand use as requested. 7. Perform other duties necessary, as determined by the Chapter Board of Directors and ACP Corporate. 	
Additional Responsibilities: Respond to chapter inquiries from individuals and organizations; attend ACP Corporate PR Directors' meetings; assist the Program Director with planning, promotion, and execution of the anniversary event.	
Estimated time commitment: 6-8 hours per month	