



ROLE OF BOARD OFFICERS

The President shall be the Chief Elected Officer of the Association and serve as Chair of both the Board of Directors / Executive Committee. The President shall serve as a non-voting ex-officio member of all committees, standing or otherwise, except for the Nominating Committee. The President serves as a voting member on those committees to which he/she is appointed a full member with voting privileges. He/She shall make all required appointments to Presidential Committees, task forces, and organizational representatives.

The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and influence the establishment of goals and objectives for the organization during the term of office. He/She shall act as spokesperson and inspirational leader.

Duties, Responsibility and Authority:

- Presides at and attends all meetings of the members, Board of Directors / Executive Committee. Coordinates agenda material with the Executive Director.
- Sees that the Board of Directors / Executive Committee, and officers are kept fully informed on the conditions and operations of the Chapter.
- Works to see that basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors / Executive Committee, and executed following Board approval.
- Appoints the chairs and members of Presidential Committees and task forces, outlines the purpose and duties of these committees and task forces, and monitors progress.
- Supports and defends policies and programs adopted by the membership, Board of Directors / Executive Committee.
- Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and Chapter to members by means of letters, publications or speeches.
- Acts as a spokesperson for the Association to the press, the public, legislative bodies, and related organizations.
- Presents an annual report at the annual membership meeting on the State of the Chapter.
- Exercises general supervision over the work and activities of the Chapter Board, Executive Committee and other Chapter committees.
- Sees that all orders and resolutions of the Board of Directors / Executive Committee are carried into effect.
- Assumes a key role in the orientation and transition of the President-Elect to the duties of the President.

The President-Elect is the second highest ranking elected officer of the Association, and at the conclusion of the President's term of office, automatically succeeds to the office of President.

Duties, Responsibility and Authority:

- In the absence or incapacity of the President, performs the duties and exercises the powers of the President
- Works closely with the current President to learn the duties of the Presidency to prepare to assume that office.
- Serves as a member of the Board of Directors / Executive Committee and other committees as assigned by the President.
- Represents the Chapter with other associations, industry groups, or other organizations as may be assigned by the President or Board of Directors / Executive Committee.

Relationships:

- Works closely with the President so as to fully understand the duties of that office and ensure a smooth transition.

Vice President

The Vice Presidents is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

Duties, Responsibility and Authority:

Serves as member of the Board of Directors / Executive.

Serves as chair or appointed member, nonvoting ex-officio member or oversight member to other Chapter committees as assigned by the President.

Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors / Executive Committee.

Relationships:

In partnership with the Executive Committee, maintains contact and reports Chapter developments to the President and Executive Committee.

Secretary

The Secretary is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official "keeper of the records".

Duties, Responsibility and Authority:

Serves as member of the Board of Directors / Executive Committee.

Attends all meetings of the members of the Chapter, Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the Chapter.

Assures that staff maintains custody of the corporate seal of the Chapter and affixes the same to any instrument requiring it. Attests the seal by his/her signature.

Conducts roll call of Membership, Board of Directors / Executive Committee meetings for the official records and to establish the presence of a quorum.

Ensures that copies of the minutes of the Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.

Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors / Executive Committee.

Treasurer

The Treasurer is a key member of the President's "Cabinet", and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. Ensures the integrity of the fiscal affairs of the Association.

Duties, Responsibilities and Authority:

Serves as member of the Executive Committee.

In conjunction with management staff, ensures that the Chapter maintains accurate financial records.

In conjunction with management staff, reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.

Ensures that regular financial reports are submitted to the Board of Directors / Executive Committee and presents an annual financial report to the membership.

Submits the financial accounts of the Chapter to an annual independent audit as needed.

Performs other duties assigned by the President or Board of Directors / Executive Committee, which may include serving as chair or member of other committees (must be a member of the Seminar Committee).

Past President

The Past President position is that of advisor to and diplomat for the Chapter. The Past President serves as a member of the Executive Committee and Board of Directors / Executive Committee.

Duties, Responsibility and Authority:

Serves as advisor to the acting President of the Chapter.

Oversees special projects of the Chapter Committee.

Promotes interest and active participation in the Association on the part of the membership.

Assumes a key role in the orientation and transition of the President-Elect to the duties of the President.

Relationships:

Responsible to the Board of Directors / Executive Committee and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership.

STRUCTURE OF THE EXECUTIVE COMMITTEE

The Executive Committee is outlined in the CMSA Bylaws and is made up of the President, President-Elect, Vice President, Secretary, Treasurer, Past President, and 2 Members at Large.

Members of the Executive Committee:

President:

The President is the Chapter's Chief Elected officer and is responsible to the membership for seeing that the programs and policies of the Chapter reflect the needs of the membership and further the practice of case management.

President-Elect:

The President-Elect is a transitional and preparatory role. The President-Elect may work closely with other associations, industry groups and organizations to further the collaborative work of the association. Additionally, the President-Elect provides oversight management to the committee, reporting those activities to the President.

Vice-President:

The Vice President is responsible for Chapter Development and Communications. The Vice-President serves in that liaison position, reporting to the President.

Secretary:

The Secretary of the Chapter is the official keeper of the records. It is the Secretary's responsibility to make sure that the minutes are distributed to the Board of Directors / Executive Committee.

Treasurer:

The Treasurer is responsible for the integrity of the fiscal affairs of the Chapter. The Treasurer serves as a key resource to the Chapters in the development of fiscal policy.

Past President:

The Past President is responsible as an advocate for and advisor to the President. The Past President is responsible for the special projects of the Chapter, reporting to the President.

Members at Large: (Board Director Position)

The two Members at Large are elected to the Executive Committee for a two year term and represent the members needs to the Board of Directors / Executive Committee