

## IDSA Chapter Officer Position Descriptions

- **Chapter Chair**
  - Serves as leader of the chapter, establishing and implementing its overall strategy
  - Responsible for overall execution of chapter events
  - Maintains ultimate responsibility for all chapter finances
  - Leads all meetings of the chapter Board
  - Manages succession planning efforts, ensuring a pipeline of individuals 'ready and able' to lead the chapter into the future
  
- **Vice Chair**
  - Assists the Chair with all chapter functions
  - Assumes the duties of the Chair in their absence
  - Performs the duties of Secretary/Treasurer in the absence of that position
  
- **Secretary/Treasurer**
  - Maintains chapter Board meeting minutes
  - Maintains the chapter's general and financial records; ensures integrity of fiscal affairs
  - Works with IDSA HQ related to the chapter credit card, reimbursements, vendor payments and contracts
  
- **Events Coordinator:**
  - Plans chapter events, coordinates logistics (food and beverage, etc.)
  - Develops and maintains a list of volunteers and supporters that can assist with planning and execution
  - Serves as the point of contact for event registration/ sets up event registration sites (e.g., Eventbrite)
  - Works with IDSA HQ to update content on the chapter's idsa.org webpage
  
- **Communications Coordinator**
  - Promotes all chapter activities via newsletters and social media
  - Maintains credentials for all websites and social media platforms
  
- **Student Chapter Liaison:**
  - Coordinates with local university student chapters
  - Provides programming, mentoring and support