

Chair

- Administer chapter activities in compliance with internationally approved policies and procedures posted on the APMP website
- Develop and implement new programs to maintain chapter visibility in the community
- Develop/maintain a chapter level strategic plan
- Serve as principal point of contact with the APMP Board of Directors through the Regional Director (for chapter oversight)
- Coordinate activities with the International Director(s) and Regional Directors to comply with international policies and procedures
- Attend regional/national/international meetings (as appropriate) and represent chapter at the APMP international conference
- Support marketing efforts such as corporate briefings
- Assist all chapter officers in carrying out their responsibilities and events

Vice Chair

- Perform the duties and exercise the powers of the Chair in their absence
- Work closely with the Chair to develop and maintain the chapter strategic plan, support marketing efforts, and assist all chapter officers in carrying out their responsibilities
- Coordinate officer elections by seeking officer nominees from the general membership and the Board, contact the nominees to confirm willingness to serve, and provide a list of willing nominees to the Board members at least one week before the November Board meeting
- Perform other duties and as the Board may prescribe
- Coordinate activities with the International Director(s) and Regional Directors to comply with international policies and procedures

Treasurer

- Prepare quarterly documentation to meet rebate requirements
- Establish chapter financial objectives and develop annual operating budget
- Control chapter expenditures through management of Chapter bank account
- Collect and deposit all monies collected at chapter events
- Identify secondary funding sources to support chapter goals

Secretary

- Prepare/maintain minutes of chapter meetings
 - Manage calendar of events on a monthly basis
 - Promote chapter participation at the International Conference and annual Chapter Symposium
 - Work with Events Committee to develop Chapter Symposium marketing plan; works with Communications and Publications Chairs to develop and execute the overall Chapter Marketing Plan.
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Events Chair

- Manage calendar of events on a monthly basis
- Organize/coordinate events with the help of volunteers and staff
- Manage quality control of all chapter events
- Solicit corporate sponsors to donate resources to support chapter events
- Design, develop and produce promotional material for chapter events
- Supply all materials necessary for chapter events, for example, name badges, AV equipment, audio-visual support for teleconferencing
- Promote maximum chapter participation at the International Conference and annual Chapter Symposium
- Work with Events Committee to develop Chapter Symposium marketing plan; works with Communications and Publications Chairs to develop and execute the overall Chapter Marketing Plan.

Membership Chair

- Collect and manage local membership information through an up-to-date member database
- Maintain a chapter mailbox and collect mail on a regular basis
- Maintain Corporate Affiliate database, coordinate Affiliate privileges and prepare annual renewals
- Respond to all chapter inquiries for membership information
- Maintain documentation useful for certified members to verify their accumulation of CEUs (or Professional Development Chair)

Professional Development Chair

- Develop and execute the Chapter's Professional Development Plan
- Work with the Events Chair to develop a webinar or other activities that align with the Professional Development Plan.

Publications Chair

- Develop and assist with publication and distribution of quarterly chapter newsletter
- Work with Chair, Events Chair, and Communications Chair to develop and execute the Chapter Marketing Plan

Communications Chair

- Develop/execute a plan to promote chapter public relations through social media, news releases, articles, event listings, etc.
- Work with Chair, Events Chair and Publications Chair to develop and execute the Chapter Marketing Plan
- Push promotional material for chapter events to Chapter members
- Coordinate activities with APMP International
- Writes and/or reviews and edits content for website and delivers to webmaster for publishing

Webmaster

- Develop website; research and monitor other chapter websites for ideas and features
 - Maintain website functionality
 - Liaise with other chapter Board Positions in keeping website active. Use updated materials and information to keep the website fresh and current
 - Coordinate with APMP International Marketing Communications and Member Services Director to keep the international website current on chapter activities
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