



## Suggested Roles and Responsibilities for Chapters/Affiliates

### *President/Chairperson*

The President has a responsibility to:

- Ensure the Affiliate/Chapter governance obligations are met in a timely and professional manner.
- Oversee the implementation and continuous improvement of the Strategic Plan.
- Oversee the integration of IAP2 core values within the committee decision making framework.
- Act as spokesperson for the Affiliate/Chapter.
- Promote IAP2 and recruit sponsors, partners and members.

### *Vice President*

The Vice President has a responsibility to:

- Assist the President, Secretary and Treasurer to meet governance obligations
- Promote IAP2 and recruit sponsors, partners and members.
- Work with the President and Secretary to ensure IAP2 values compatibility
- Oversee the review and evaluation of Affiliate/Chapter roles/structure
- Act for President when required
- Act as spokesperson for the Affiliate/Chapter

### *Secretary*

The Secretary has a responsibility to:

- Work with the President and Treasurer to ensure organisational compliance & accountability.
- Oversee meeting procedures: agendas, distribution of information, record keeping.
- Assist with the preparation of member information and promotional material.
- Work with Pres & Vice Pres to ensure IAP2 core values compatibility in Committee decision making.
- Assist Vice President with review and evaluation of Affiliate/Chapter roles/structure.

### *Treasurer*

The Treasurer has a responsibility to:

- Manage the financial affairs of the Affiliate/Chapter to ensure legal accountability (including insurance).
- Investigate opportunities that will enhance the Affiliate/Chapter business operations.



- Develop an annual budget that aims to meet the commitments made in the Strategic Plan.
- Produce and distribute financial reports prior to meetings.
- Track and report the organisations financial progress related to the projected budget.

### ***Regional Coordinator (useful for large geographical areas)***

**A Regional Coordinator has a responsibility to:**

- Coordinate local networks to organise local formal and informal events (lectures, symposiums, etc)
- Promote IAP2
- Grow the membership in their country/state/territory
- Ensure that new members are welcomed to the network and follow up on members who do not renew their membership.
- Identify and secure sponsorship and partnerships
- Contribute to newsletter and web site with regional report and details of events.

Each Coordinator will identify the strengths within their area and build their network to support this. If growth permits this role could be enhanced by the development of a sub-committee.

### ***Membership Coordinator***

**The Membership Coordinator has a responsibility to:**

- Contribute to [www.iap2.org](http://www.iap2.org)
- Consider ways to grow members benefits
- Develop case studies
- Assist with the development of a 'personal touch' program
- Identify training opportunities
- Develop member profiles

Each Coordinator will identify the strengths within their area and build their network to support this. If growth permits this role could be enhanced by the development of a sub-committee.

Examples of Sub Committee positions are:

- Web content developer
- Members benefits developer
- Case study Coordinator
- Data base assistant
- Personal touch program officer



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- Member profile developer

### *Partnerships Coordinator*

The Partnerships Coordinator has a responsibility to:

- Oversee the development of a Partnerships Framework to develop strategic partnerships related to the strengthening and growth of IAP2 in your region
- Partner identification
- Networking between partners
- Participate in international committees where appropriate

### *Identity/Promotions Coordinator*

The Identity/Promotions Coordinator has a responsibility to:

- Promote IAP2 and increase the Association's profile
- Coordinate contribute to the newsletters/communication
- Promote the Core Values Awards
- Identify and promote conferences/events
- Sponsorship opportunity identification
- Participate in international committees where appropriate.