

**WESTOP SoCal Chapter  
OFFICER JOB DESCRIPTIONS  
2008-2009**

**POSITION:**           **President**

**OFFICER:**

**TERM:**               1 Year

**ASSIGNED RESPONSIBILITIES:**

1. Provide executive leadership and ensure that all programmatic and fiscal operations of the Chapter are functioning properly. Conduct periodic Chapter meetings to facilitate a two-way flow of information between the Westop Board and Chapter.
2. Prepare and submit a revised Chapter budget at the May/June WESTOP Board meeting for approval. Budget must include both projected revenue and expenses for the calendar year. Review the current budget and consult with Chapter Executive Committee as necessary.
3. Provide a Chapter report, to include Chapter activities and financial status at each WESTOP Board meeting and submit annual and other reports as required.
4. Serve on the WESTOP BOD Fiscal Affairs Committee.
5. Ensure that Chapter Board reports are submitted to the WESTOP Board Secretary 14 days prior to each Board meeting.
6. Make arrangements for any WESTOP Board meeting held within the region of the Chapter, to include meeting room space, and hotel and ground transportation information. The Chapter, at its discretion, may provide continental breakfast(s) and/or refreshments during Board meetings and may inform Board members in advance as a courtesy.
7. Ensure that all financial information is forwarded to the WESTOP Chief Financial Officer in a timely manner for tax reporting purposes.
8. Appoint the Chapter committee chairs and parliamentarian.
9. Any other duty as assigned by the WESTOP President or Board related to the overall purpose of the Chapter and the good of the Association.