



# APMP Lone Star Chapter Board Elections

The APMP Lone Star Chapter's board elections are happening very soon! Our board members are elected for a two-year term, and our next term starts January 1, 2021. The average board position requires just a few hours a month, depending on the role. If you've been thinking about running for a board position, **NOW** is the time to let us know.

Please email [chair@apmplonestar.org](mailto:chair@apmplonestar.org) by October 31, 2020, if you are interested in learning more about our chapter's board positions.



## Board Positions

**Chapter Chair** – The Lone Star Chapter Chair is the Executive Officer of the chapter. They supervise and control the management of the chapter in accordance with the bylaws and serve as the primary liaison to the APMP International Board of Directors. The Chapter Chair must have previously served as a chapter board member for at least a year in any other board position.

**Vice Chair** – The Vice Chair performs the responsibilities of the Chapter Chair in the case of absence. The Vice Chair is also responsible for creating, implementing, and supporting special projects.

**Treasurer** – The Treasurer develops budgets, and reports monthly, quarterly, and yearly for the board. The Treasurer is also responsible for general chapter financial transactions including bills, invoicing, reimbursements, and filing quarterly rebates with APMP.

**Membership Chair** – The Membership Chair welcomes new members, keeps the list of members up to date on the chapter website, and coordinates all efforts to recruit new members and retain existing members to the chapter. The Membership Chair also creates an annual plan to grow and better serve chapter membership and coordinates new member initiatives.

**Secretary** – The Secretary schedules and prepares the agendas for the board meetings, as well as recording all the acts and proceedings of board meetings. The Secretary also coordinates the board of directors elections and the filling of board vacancies.

**Communications** – The Communications Chair is responsible for the creation, update, and content on the chapter website and social media channels. They are also responsible for regular Chapter communication and news and supports Program Chairs with meeting announcements.

**Program Chairs** – The Regional Program Chairs are responsible for all the programs offered in their region. The Lone Star Chapter currently has Regional Program Chairs in DFW, Houston, Austin, and San Antonio. The Webinar Chair is also considered a Program Chair. The Program Chairs secure speakers and venues for programs, develop announcements and emails for the programs, and post meetings on the chapter website.