**Sample Roles & Responsibilities**

1. **PRESIDENT**
   * Administers the business of the organization
   * Presides over meetings
   * Develops the NAYGN XXXXX strategic plan
   * Appoints and oversees project managers for chapter projects
   * Coordinates and actively works with Executive Sponsor and Executive staff for funding
   * Primary delegate for the NAYGN Regional Chapter Lead Meetings
2. **VICE-PRESIDENT**
   * Presides over member and officer meetings in absence of President
   * Assumes the responsibilities of the President in the absence of the President
   * Provides assistance to the President in regards to overseeing project managers for chapter projects
   * Ensures there is proper turnover for all roles – maintains continuity of the NAYGN Executive
   * Maintains Chapter charter
3. **MEMBERSHIP CHAIR**
   * Presides over meetings in absence of President and Vice-President
   * Maintains meeting minutes, takes attendance at meetings
   * Maintains membership roster and participation tracking
   * Recruits new members
   * Gather data regarding members’ opinions of NAYGN events; provide results to NAYGN Executive team. Uses data to suggest topics for Lunch & Learns.
   * Develops and maintains up-to-date member biographies (to be placed on website)
   * Interfaces with HR regarding new hires that meet NAYGN criteria
   * Ensures that registration goes smoothly during events
4. **COMMUNICATIONS CHAIR**
   * Develops the NAYGN yearly communication plan
   * Oversees public/community relations
   * Oversees management and development of Chapter website
   * Notifies membership of events and activities
   * Responsible for communication with NAYGN members
   * Reviews NAYGN inbox for new emails; forwards emails to appropriate Executive team members
   * Experience with social media platforms (Twitter, Facebook, LinkedIn, etc.)
   * Experience instigating discussion on Twitter
   * Appoints someone to Blog LIVE during the event and interviews the speaker
5. **FINANCE CHAIR/TREASURER**
   * Oversees finances and management of funds (pending opening of bank account)
   * Addresses and handles financial issues as determined appropriate by the President
   * Works with project managers to effectively allocate funds for NAYGN events/activities
6. **PROFESSIONAL DEVELOPMENT CHAIR**
   * Responsible for all PD activities
   * Lead the PD Day for that particular year and participate in organizing it with the Canada CORE.
   * Works with Chair, Vice-Chair, and treasurer to develop budget, logistics, and project goals for an event.
   * Submits summary report to Communications Chair for your individual panels.
7. **AUDIO VIDEO LEAD**
   * AV Lead will also ensure that everything is running smoothly in each session room.
   * Assist with any AV or technical issues that may arise during the session.
   * Liaise with speakers to ensure all needs are met.
   * Take photographs/videos and upload it to the Google Drive after the event and send it to Communications Chair for newsletters