**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