

<p>Chapter President / Chair (REQUIRED)</p>	<ul style="list-style-type: none"> • Develop/maintain a chapter-level Strategic Plan • Develop and implement new programs to maintain Chapter visibility in the community • Administer chapter activities in compliance with internationally approved policies and procedures that are posted on the APMP website • Serve as principal point of contact with the APMP BoD through the Regional Director (for chapter oversight) • Attend regional/national/international meetings (as appropriate) and represent chapter at the APMP international conference • Support marketing efforts such as Corporate Briefings • Assist all chapter officers in carrying out chapter responsibilities and events 	<p>Gabe Cabrera</p>
<p>Chapter Secretary / Treasurer (REQUIRED)</p>	<ul style="list-style-type: none"> • Prepare/maintain minutes of chapter meetings • Maintain documentation useful for certified members to verify their accumulation of CEUs • Prepare quarterly documentation to meet rebate requirements • Prepare annual documentation to support year-end close out requirements • Establish chapter financial objectives and develop annual operating budget • Control chapter expenditures through management of Chapter bank account 	<p>Alan Minnick</p>

	<ul style="list-style-type: none"> • Collect and deposit all monies collected at chapter events • Identify secondary funding sources to support chapter goals • Support coordination of advertising activities for chapter promotions and events • Coordinate activities with the International Marketing, Communications and Membership Services Director and Regional Directors to comply with international policies and procedures 	
Chapter Marketing / Promotion / Communications	<ul style="list-style-type: none"> • Develop/execute chapter marketing plan • Develop/execute a plan to promote chapter public relations through news releases, articles, event listings • Co-develop and assist in publication of quarterly chapter newsletter • Coordinate promotion/sale of all chapter materials, e.g., mugs, pens, etc., at chapter events 	Krystn Gull
Chapter Program / Events Coordinator	<ul style="list-style-type: none"> • Recommend/manage calendar of events on a bi-monthly or quarterly basis • Organize/coordinate events with the help of volunteers and staff • Manage quality control of all chapter events • Solicit corporate sponsors to donate resources to support chapter events • Design, develop and produce promotional material for chapter events 	Miriam Wagner

	<ul style="list-style-type: none"> • Supply all materials necessary for chapter events, for example, name badges, AV equipment, audio-visual support for teleconferencing • Promote maximum chapter participation at the International Conference 	
Chapter Membership Services	<ul style="list-style-type: none"> • Collect and manage local membership information through an up-to-date member database • Maintain a chapter mailbox and collect mail on a regular basis • Maintain Corporate Affiliate database, coordinate Affiliate privileges and prepare annual renewals • Prepare a list of all attendees for any chapter event and forward to Programs/Events Coordinator prior to event • Respond to all chapter inquiries for membership information • Coordinate activities with the international Marketing, Communications and Membership Services Director 	James (Jim) Winger
Chapter Webmaster	<ul style="list-style-type: none"> • Develop website; research and monitor other chapter websites for ideas and features <ul style="list-style-type: none"> ○ Contact Information ○ Calendar ○ Newsletter ○ Programs ○ Job Postings 	Dave Sarjeant / Gabe Cabrera

	<ul style="list-style-type: none">○ Corporate Sponsors● Maintain website functionality● Liaise with other chapter Board Positions in keeping website active. Use updated materials and information to keep the website fresh and current● Coordinate with APMP International Marketing Communications and Member Services Director to keep the international website current to your local chapter activities	
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