1/27/2018

**CHAIR**

The ANS-NE section Chair is responsible for the following:

1. The Chair shall have supervision over the affairs of the Section under the direction of the Executive Committee (EC).
2. Preside at EC meetings and perform duties as delineated by the section’s Bylaws.
	1. Executive Committee (EC) Meetings: (~8 per year) (EC meetings are normally held just prior to each dinner meeting -- usually 4:00-5:30 pm.)
	2. EC teleconference meetings (normally 2 per year June - August).
3. Chair annual section meetings.
4. Sets goals for the year with assistance of executive committee and measures progress towards goals.
5. Review ANSNE Activity List and recommend any needed adjustments
6. Appoint Committee Chairs with the concurrence of executive committee
7. Handles promptly all items of business received from the Local Sections Coordinator and/or ANS Headquarters and in the best interest of ANS, passing information and requests to the appropriate executive committee member(s) for action
8. Acts as official host of the section. Makes certain that speakers and other guests are contacted upon their arrival in the meeting city and are provided needed transportation. Welcomes and introduces guests to section members. The chair should assure that speakers are properly thanked, both verbally and by letter.
9. Maintain the ANS-NE Activity List and oversee the implementation of listed activities
10. Maintain the ANS-NE By-Laws
11. Approve the ANS annual report and submit to ANS Local Sections Committee.
12. Assure the latest ANS\_NE officers are listed on the ANS-NE website and are provided to ANS Local Sections Committee.
13. Attend or appoint representative to attend the ANS Local Section Committee meetings
14. Appoint Nominating Committee to develop annual election nominations
15. Appoint Election Committee to issue ballots, tally results and report winners
16. Removes any inactive committee chair and appoints a successor with the consent of the executive committee.
17. Monitor EC member performance and initiate corrective actions as appropriate
18. Post to ANS LinkedIn site as appropriate
19. Ensure that the activities of the local section are within the limits of the 501(c) (3) tax exempt status.
20. Transition responsibilities to incoming chair at the end of term

Estimated time commitment: ~3 hours/month in addition to meeting attendance

Note: Please refer to Activity Management Calendar for date and schedule for the listed responsibilities.

**VICE CHAIR**

The ANS-NE section VICE Chair is responsible for the following:

1. The Vice Chair at the time of election shall be designated Chair-Elect. While serving, the Vice Chair shall perform the duties of the Chair in the Chair's absence or when the Chair is unable to serve, and such other duties as may be delegated
2. Assisting the chair with the above responsibilities
3. Attend EC meetings and perform duties as delineated by the section’s Bylaws.
	1. Executive Committee (EC) Meetings: (~8 per year) (EC meetings are normally held just prior to each dinner meeting -- usually 4:00-5:30 pm.)
	2. EC teleconference meetings (normally 2 per year June - August).At the expiration of the term of office, the Vice Chair shall automatically succeed to the office of Chair.
4. Post to ANS LinkedIn site as appropriate
5. Transition to the incoming vice chair at the end of term

Estimated time commitment: less than 2 hours/month in addition to meeting attendance

Note: Please refer to Activity Management Calendar for date and schedule for the listed responsibilities.