

Article IV: Officers

Section 1. Designation. The Chapter shall have a President, Vice President, Secretary, Treasurer, and Directors.

Section 2. Duties of Officers. The officers to the Chapter shall perform the regular and customary duties of their offices and other duties that may be required of them by the Chapter Executive Council, Chapter Bylaws, or the Human Factors and Ergonomics Society.

a) President. The President shall be the chief executive officer of the Chapter. He/she shall be a member of the executive Council. He/she shall preside over meetings of the Chapter and the Chapter Executive Council. He/she shall appoint, with the advice and consent of the Chapter Executive Council, all committee Chairpersons not otherwise specified in these bylaws.

b) Vice President. The Vice President's duties shall include coordinating and supervising fund-raising, educational, community service, and outreach activities. He/she shall assume the duties of President during the President's temporary absence, or in the event that the President is not able to perform his/her duties as determined by a two-thirds vote of the Chapter Executive Council. The Vice President shall be a member of the Chapter Executive Council.

c) Secretary. The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Chapter Executive Council. He/she shall be the custodian of all records and correspondence of the Chapter. He/she shall maintain the membership list and other mailing lists pertinent to Chapter business. The secretary



shall be a member of the Chapter Executive Council.

d) Treasurer. The Treasurer shall be responsible for the money and securities of the Chapter. He/she shall keep a true and faithful record of all financial transactions and shall prepare the annual financial status report. The Treasurer shall deposit Chapter funds to the account of the Chapter in a bank, trust company, or credit union selected by the Chapter Executive Council. He/she shall disburse such funds only upon approval by the Chapter Executive Council. The Treasurer shall be a member of the Chapter Executive Council.

e) Directors. Two Directors shall hold office at all times. The Publications Director shall be responsible for editing and ensuring the production of the official Chapter publications, including a newsletter and other promotional materials. The Activities Director shall be the principal coordinator of all special events. The Activities Director and the Publications Director may appoint individuals to assist them in carrying out their duties. Additional Directors-at-Large may be elected as warranted. All Directors shall be members of the Chapter Executive Council.