

## ORGANIZATION FOR HUMAN BRAIN MAPPING REGIONAL CHAPTER LEADERSHIP JOB DESCRIPTIONS

**REPORTS TO:** OHBM Council

**DESCRIPTION:** All Chapter leadership must include a Chair, Chair-Elect, Immediate Past-Chair, Secretary, Secretary-Elect, Immediate Past Secretary, Treasurer, Treasurer-Elect and Immediate Past Treasurer. Leadership must be members of OHBM. The process for selecting leadership must be detailed in the Chapter's Bylaws and presented to the OHBM Council for review and approval.

Leadership enhances communication between the OHBM Council and Regional Chapters and provides oversight of overall Chapter activities including coordinating volunteers as needed. Leadership is the main point of contact for communication between the Council and the Chapter.

### **RESPONSIBILITIES:**

The **Chair** is responsible for: 1) coordinating and overseeing all Chapter activities; 2) directing activities of the Secretary, Treasurer and other volunteer leadership; and 3) enhancing communication between the Council and the Chapter.

The **Secretary** is responsible for: 1) collecting, preparing and circulating all documents related to Chapter activities including meeting minutes and an annual report to Council; 2) posting and monitoring written materials in the online community portal for their respective Chapter; and 3) delivering all documents to the OHBM Executive Office so they can become a part of the association's records.

The **Treasurer** is responsible for: 1) all moneys and valuable effects in the name and to the credit of the Chapter; 2) full and accurate accounting of receipts and disbursements in books belonging to the Chapter; and 3) a reporting of financial transactions and status of the Chapter to the OHBM Council.

### **DUTIES:**

1. Abides by OHBM guidelines as outlined in the Regional Chapter Affiliation Agreement.
2. Organizes and coordinates Chapter activities and projects that coincide with their designated region.

3. Responds to requests regarding Chapter membership and activities.
4. Assists in developing promotional materials regarding the Chapter for the OHBM website.
5. Provides encouragement, support and information regarding Chapter through regular communication on Chapter website.
6. Submits articles for OHBM's newsletter.
7. Develops of an annual report to be submitted to Council.