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### The Chapter

The Chapter is a vital part of the Association, and the Chapter President occupies the most prominent leadership position in the Chapter. In addition to being a key to the success of the Chapter's programs, the President can make important contributions to the success of Association-wide programs.

### Chapter Coordinator

The Chapter Coordinator is a veteran IAFP member selected by the IAFP's Board of Directors, responsible for assisting the Chapter's operation and activities. Your Chapter's Coordinator will be an essential part of helping you to get a Chapter started. A Coordinator will communicate with you throughout the year and will be available to assist with your questions or problems concerning IAFP. The Chapter Coordinator is your Chapter's link to the Association's Board of Directors and, as such, is your conduit to a wealth of IAFP services and opportunities.

Make sure your reports on the status of your Chapter are submitted to your Chapter Coordinator as requested before IAFP's two annual board meetings (spring meeting and annual fall conference).

Your Chapter Coordinator can do a better job if you work together and communicate on a continuing basis. For example, you should respond promptly to requests from your Chapter Coordinator. If your Chapter Coordinator requests a report for an Association board meeting, submit a complete and informative report promptly.

If your Chapter has developed a long-range plan, submit the plan to your Chapter Coordinator. Any changes to the plan should also be submitted on a timely basis.

### Chapter Council

As defined in the IAFP Bylaws, the Chapter Council is a group of elected Chapter officers that manage the Chapter's affairs. The Council is generally composed of the President, Vice President, Treasurer, Secretary, and Immediate Past President. Its composition may vary depending on the Chapter's bylaws. The Chapter Council meets at the call of the Chapter President or at the request of any two of its members. A majority of the Council (at least three of the five members) constitutes a quorum or 20% of its membership. A simple majority rules on questions brought before the Council. If the Chapter Council decides that more than five officers are required for efficient operation, a proposition to increase the number of elected officers and change the Chapter's bylaws may be brought before the Chapter's general membership. The proposition must specify the title and duties of such officers.

### Chapter Council's Responsibilities

The Chapter Council formulates and defines Chapter objectives. It also identifies some of the specific projects and programs by which these objectives can be reached. The Council assigns projects and programs to appropriate committees and individuals for implementation, refinement, or enhancement. The Council works closely with committees and individuals with special assignments.

In collaboration with appropriate committees, the Council seeks to provide some or all of the following activities:

- annual or bi-annual meetings with strong membership involvement

- a close liaison among the Chapter, Chapter Coordinator, Association, and other communication groups
- professional development opportunities and legislative activities
- significant Chapter participation at IAFP Annual Conferences
- ways to support local paramedic EMS professions for the Chapter and the Association
- provide recognition through Chapter and Association programs

### **IAFP Chapter Elections**

One of the Council's most important responsibilities comes toward the end of your administration, the election of your successors. The future success of the Chapter depends on the caliber of those who are elected. With this in mind, observe and encourage your members.

It is the President's duty to see that procedures for Chapter elections are carried out properly. The results of the election should be reported to the IAFP office and the Chapter Coordinator as early as possible so the new President and other officers can be invited to a special workshop at the IAFP Annual Conference.

### **President's Responsibilities**

The Chapter President heads the Chapter Council and is responsible for all operations of the Chapter. The Chapter President should be enthusiastic, energetic, responsive, and good at solving problems and resolving disputes. The President should also be gracious and a good listener.

The Chapter President:

- conducts regular meetings of the Chapter
- assigns duties to other officers soon after their election
- suggests schedules for ongoing Chapter programs both within the Association and in collaboration with other professional groups
- explores topics for the coming year's meetings
- appoints special assistants or committees for specific tasks not easily managed by standing committees
- applies and maintains controls for budgets, expenditures, and other fiscal activities and, together with the Treasurer, signs all Chapter checks
- leads in the formulation of goals and policies for the Chapter
- contacts committee managers periodically to obtain status/activity reports, which are then submitted to the Chapter officers
- submits a report describing Chapter activities to the Chapter Coordinator prior to each IAFP Board of Directors meeting
- submits informal reports frequently to keep the Chapter Coordinator informed about the general condition of the Chapter
- ensures that procedures for Chapter elections are carried out properly

### **Vice President's Responsibilities**

The Vice President:

- maintains a special awareness of all Chapter operations and confers frequently with the Chapter President, not only to advise and assist, but also to gain knowledge that could prove useful if the Vice President becomes President
- helps formulate policy and establish the Chapter's long-term and short-term goals
- monitors the Chapter's finances on a regular basis
- assumes the duties of Chapter President when the President is unavailable
- performs other duties as defined by the President

### **Secretary's Responsibilities**

The Secretary:

- takes minutes at Chapter Council and other Chapter meetings (or arranges for a substitute)
- prepares and distributes copies of meeting minutes to officers within ten days
- prepares correspondence related to Chapter business at the direction of the Chapter President

### **Treasurer's Responsibilities**

The Treasurer:

- prepares a budget at the beginning of the Chapter year
- establishes and maintains a checking account for current operations (Arranges for signature cards and other documents required by the bank. Checks must be signed by the Treasurer and co-signed by the President or vice-President.)
- establishes and monitors a savings account and/or certificates of deposit when Chapter funds exceed those needed for current operations
- deposits Chapter funds and pays invoices promptly
- transfers funds from the operating account to the savings account when appropriate, with the concurrence of the Chapter President
- renews nonprofit mail permit (if one is used) when due and periodically deposits additional funds in a mailing account at the post office
- prepares a monthly report of Chapter income and expenditures for review by the Chapter President
- prepares reports of income and expenditures on Chapter projects, making comparisons with the budget every 60 days for current projects and at the close of each project
- develops a detailed year-end report (as of August 31) of all financial transactions; grouping income and expenses for each major activity.
- completes and signs a year-end report for the IAFP Treasurer on a form provided by the IAFP office

- mails the year-end Chapter financial report to the IAFP Treasurer as soon as possible, but no later than September 30.

## Where to Begin

IAFP template has been created and You are allowed to add to the template, but cannot subtract from it.

IAFP Board of Directors

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## Administrative Directory

The IAFP Administrative Directory identifies individuals holding elected and key appointed positions in the Association. Addresses, telephone and fax numbers, and e-mail addresses are given for the following people:

- Members of the Board of Directors
- Association Committee Chairs
- Chapter Presidents
- Chapter Membership Coordinators

The IAFP BOD Directory is published on the IAFP website. You can ensure the continued accuracy of this directory by sending necessary changes to the IAFP office by e-mail or via the IAFP website. This directory can be an important source of information for Chapter leaders.

## **Standards for Use of the IAFP Logo**

The use of IAFP logo, the name “International Association of Flight Paramedics” and the IAFP acronym by the Chapter must always include the name of the Chapter so as not to confuse communications from IAFP with those of Chapter.

Designs, including the IAFP name or logo, must be submitted for approval by the IAFP Board of Directors. The IAFP account executive, in consultation with the IAFP president, must approve use of the logo.