



**Position Description**  
***Member at Large***

The Members at Large are elected officers who serve a two-year term for the Chapter. Essential functions of the position include but are not limited to:

1. Assist Program Chair with meeting arrangements such as obtaining catering bids, menu selection, meal delivery, and meeting set-up and clean-up.
2. Assist other Board Members with administrative and program needs such as membership outreach.
3. Assist with Board activities as needed.
4. Take photos at meetings and send photos to the web administrator.
5. Recommend the annual board charity to be discussed at the September board meeting for the November meeting.
6. Serves as committee chairs for ad-hoc committees or as members of special task forces.