



## **AATCC Section Officer Duties**

### **1. Chair**

- The Chair is responsible for reports on section activities, submitted and presented to the C6 Membership Committee and, through the Committee, to the AATCC Board of Directors.
- The Chair (or his/her representative) serves on the AATCC C6 Membership Committee as a member of the Committee.
- The Chair shall preside at all stated meetings of the Section. In the absence of the Chair, the meeting shall be presided over by the Vice-Chair.
- The Chair is responsible for making sure an annual review of student scholarship applications is performed.
- The Chair can create special committees as he/she may deem advisable with the approval of the Sectional Committee. These positions shall be elected annually and announced at the first Sectional Meeting. The Chair shall be an ex-officio member of all committees. The Chair shall hold Sectional Committee meetings as deemed necessary.

### **2. Vice Chair**

- Responsible for organizing and planning events (may form an Events Committee to assist him/her.)
- Chairs this Events Committee.
- The Vice-Chair presides over section meetings when the Chair is not available.
- Participates in the annual review of student scholarship applications.
- The Vice-Chair shall preside over all Sectional Committees in the absence of the Chair and shall be an ex-officio member of all committees.

### **3. Secretary**

- Records Section meeting minutes.
- Creates posts in AATCC Communities on past events (pictures and write ups).
- Creates report for Chair to present to the AATCC C6 Membership Committee (and thereafter, the Board.)
- The Secretary shall keep the minutes of all meetings and the records of the Section. He/She shall send notices of all meetings and letter ballots when needed. The Chair may appoint one or more Associate Secretaries to aid the Secretary in carrying out his/her duties. The Secretary shall submit to the Executive Director of the American Association of Textile Chemists and Colorists a report of each Section meeting within thirty (30) days of the meeting, as well as an Annual Report of the proceedings of the Section. The Secretary shall preside over Section meetings in the absence of the Chair and Vice-Chair. The Secretary shall direct the activities of all Associate Secretaries.

### **4. Treasurer**

- Responsible for controlling and recording finances and maintaining bank account records for the Section.
- The Treasurer shall pay all bills incidental to the operation of the Section out of funds from contributions and income from other activities related to the American Association of Textile Chemists and Colorists.
- The Treasurer shall make an annual Financial Report of Sectional business to the Executive Director of the American Association of Textile Chemists and Colorists. For all other financial business, the Treasurer shall obtain the approval of the Sectional Committee before acting. The Treasurer shall deposit all funds received in the name of the American Association of Textile Chemists and Colorists Local Section.
- The Treasurer shall make a Financial Report which he shall present to the Secretary at each Sectional Committee Meeting.

## **Additional Roles (optional)**

### **5. Events Committee (3 Positions Available)**

- Members of this committee collaborate with the Vice-Chair to plan Section events.

### **6. Marketing/Social Media Chair(s)**

- Posts in AATCC Communities and personal accounts about upcoming events
- Engages online with members and future members to encourage event participation

### **7. Education Chair(s)**

- Connection with universities and student chapters.
- Helps plan events with Vice Chair that involves student chapters.
- Participates in an annual review of student scholarship applications.

### **8. Member(s)-At-Large**

- Past committee members who wish to stay involved and assist with all core positions as needed.
- May be asked to take on another committee position in case of the resignation of the officer in that position during his/her 3-year term.