

ASG Houston Chapter President



Talent for Success

- Organization skills
- Enjoy interpersonal activities
- Time to attend meetings, CAB and NG

Primary Responsibilities

- Act as the primary link between the chapter, ASG national and other chapters.
- Preside over all chapter and CAB meetings.
- Work with CAB to plan and implementation of chapter business, programs and events.
- Ensure good communication with chapter members and with ASG headquarters.
- Attend ASG annual meeting with Board of Directors.

ASG Houston Chapter Secretary



Talents for Success

- Good note taking
- Keeping track of dates and records
- Detail oriented

Primary Responsibilities

- Serve as voting member of the Chapter advisory Board (CAB).
- Create the minutes of CAB meetings and the chapter Annual Meeting for approval.
- A draft copy of the minutes will be sent to the CAB members for review, proofing, and approval within fourteen days after the CAB meeting.
- Keep the minutes in the records of the chapter as required in the Records Retention policy.
- Respond to all correspondence received by the chapter as directed by the CAB.
- Certify election results from annual meeting and submit officers' names to the bank used by the chapter as well as any other government offices that require such notice.

ASG Houston Chapter Treasurer



Talent for Success

- Detail oriented
- Enjoy working with data
- Familiar with Excel

Primary Responsibilities

- Serve as voting member of the Chapter advisory Board (CAB).
- File financial reports with ASG National headquarters in a timely manner
- Process expense submittals and reimbursements.
- Work with President to prepare annual budget.
- Work with NGs or Event Coordinator on any events involving money.
- File required tax document with the IRS.
- Submit financial status reports at CAB meetings.

ASG Houston Chapter Event Coordinator



Talents for Success

- Creative ideas for upcoming events
- Time to coordinate with venues and CAB members
- Writing skills
- Interpersonal skills

Primary Responsibilities

- Develop preliminary plans for an even and recommend to the CAB for approval.
- Upon approval, develop detailed plans for the event and develop a budget.
- Arrange for the facility and any meeting requirements such as equipment, personnel and food.
- Secure speaker and, if necessary, make their travel and hotel arrangements .
- If the speaker or other non-incorporated individual is paid \$600 or more over the course of a year, the chapter should issue Form 1099-MISC to the speaker.
- Design flyers and registration forms.
- Evaluate the success of ach event and determine final costs, profits, attendance and suggestions for improvement.
- Report this information at a CAB meeting.

ASG Houston Chapter Membership Chair



Talent for Success

- Interpersonal skills
- System savvy
- Detail oriented

Primary Responsibilities

- Be familiar with reports available on the ASG website; such as, new members, expiring members, and renewing members.
- Maintain up-to-date membership records for the chapter, updating monthly.
- Make a membership list available to CAB members as needed.
- Welcome new members and determine areas of interest and expertise.
- Follow up with lapsed members and contact non-renewing members to encourage membership.
- Develop and implement plan to increase membership, with the approval and help of the CAB.

ASG Houston Chapter Neighborhood Group Leader Coordinator



Talents for Success

- Time to work with all the NG leaders
- Time to attend CAB meetings
- Writing skills
- Interpersonal skills

Primary Responsibilities

- Function as liaison between CAB and the chapter's Neighborhood Group (NG) Leaders.
- Visit NG meetings whenever possible.
- Collect attendance sign-in sheets for all NG meetings and program information with pictures when possible.
- Organize and conduct a meeting each year of all the NG Leaders to enhance their leadership skills and share program ideas.
- Help NG Leaders with program ideas and coordinate members who will present programs to various NG meetings.
- Communicate with the chapter membership by posting information about NG meetings and programs on the chapter website calendar.
- Initiate new NGs as the need is identified or as membership growth dictates.
- Help recruit new NG Leaders.
- Coodinate the involvement of NGs in chapter activities.

ASG Houston Chapter Newsletter Editor



Talent for Success

- Familiar with word processing software
- Writing skills
- Creative idea for articles and design

Primary Responsibilities

- Publish a minimum of four newsletters per year, evenly distributed throughout the year.
- Form committees as needed to create and complete the newsletters.
- Confer frequently with the chapter president and other CAB members to get articles and other information.
- Edit all content for length, spelling, grammar and punctuation.
- Ensure the chapter members' privacy is protected in the newsletter.
- Email newsletters to the ASG BOD and post to ASG website as well as to chapter website.

ASG Houston Chapter Webmaster



Talent for Success

- Familiar with social media platforms
- System savvy
- Writing skills
- Creative idea for web design

Primary Responsibilities

- Ensure that the chapter president reviews the website for final approval.
- Ensure that the content complies with the ASG Chapter Website Policy.
- Work to ensure the privacy of all persons shown or mentioned on the website.
- Implement a procedure to update the website to keep its contents current.

ASG Houston Chapter Social Media Coordinator



Talent for Success

- Familiar with social media platforms
- Writing skills
- Creative ideas

Primary Responsibilities

- Maintain Social media accounts including Instagram, Facebook and Pinterest.
- Utilize best practices for SEO optimization to boost social media visibility of the chapter.
- Create informative and entertaining posts concerning chapter activities.
- Coordinate postings between chapter website, Instagram, Facebook and Pinterest accounts.
- Form committees as needed to develop and implement plans to maintain current and active social media postings.

ASG Houston Chapter Stash Coordinator



Talent for Success

- Enjoy interpersonal activities
- Time to coordinate stash committee activities
- Organization skills

Primary Responsibilities

- Organize and maintain storage unit.
- Control access to storage unit.
- Form Stash Committee as needed to manage donations and organize stash.
- Work with Social Media Coordinator for any online sales opportunities.
- Meet with Stash Committee as needed.
- Attend CAB meetings in order to coordinate stash sales.