**Director-at-Large**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report.
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Duties to be delegated among the Directors at Large
	+ Provide certificates of attendance to participants of the IL Chapter of the IAFN Quarterly Meetings.
	+ Provide thank-you cards to guest speakers and case study presenters at the IL Chapter of the IAFN Quarterly Meetings.
	+ Post upcoming events, education, resources, and information on the IL IAFN website when requested.
	+ Collaborate with board members in decision-making for events as well as education opportunities of the IAFN.
	+ Coordinate the annual IL Board of Director’s elections with assistance from other Board members.

**President**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Coordinate the annual IL Board of Director’s elections with assistance from other Board members.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Act as the principal director of the IAFN IL Chapter.
* Make decisions as to policy and otherwise which may arise between meetings of the Chapter Board of Directors.
* Facilitate all Board of Director’s Meetings.
	+ Make and distribute agenda to board members.
	+ Review meeting minutes.
* Facilitate IL Chapter of the IAFN Quarterly Meetings
	+ Make agenda.
		- Distribute agenda by using the IAFN IL Chapter Community Board.
		- Distribute agenda by using the IL IAFN website.
	+ Make power point for IL Chapter of the IAFN Quarterly Meetings
		- Distribute power point excluding case studies by IAFN IL Chapter Community Board.
	+ Work with guest speaker & case presenters.
		- Provide case study/guest lecture agreement letter via IL IAFN email and save copy in email file.
		- Provide case study template to case study presenters.
		- Serve as a mentor to case study presenters.
		- Partner with another Board of Director when additional mentoring for case study is needed.
	+ Review meeting minutes developed by the secretary.
		- Distribute finalized meetings by IAFN IL Chapter Community Board.
* Delegate any necessary task to other Board members as indicated.
* Complete the IAFN chapter Affiliation Agreement and submit to the IAFN by March 1st.
* Complete Chapter Officer List Form immediately when officer changes occur and submit to the IAFN-Annual submission by January 31st.
* Initiate the review and possible revision of the Illinois Chapter Bylaws by the Board of Directors and Chapter Membership as directed by the IAFN Bylaws.
* Submit reviewed/revised IL Chapter Bylaws to the IAFN by March 1st.
* Respond to all requests from the IAFN.
* Respond to all Chapter Emails in collaboration with other Board member
* Guide the development of the President Elect.
* Maintain and share necessary documents that will assist the upcoming President Elect as they enter into the President position.
* Meet (e.g., phone, in-person, etc.) with President Elect and Past President.
	+ By January 31st to review current year responsibilities.
	+ By December 31s to review next year’s responsibilities.

**President Elect**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report.
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Coordinate the annual IL Board of Director’s elections with assistance from other Board members.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Preceptorship will include partnering with the President.
* Meet (e.g., phone, in-person, etc.) with the President.
	+ By January 31st to review current year responsibilities.
	+ By December 31s to review next year’s responsibilities.
* Observe all responsibilities as listed for the President.
* In the interim, if the Chapter President is unable to perform assigned duties, then the President Elect shall have the authority and exercise the powers of the President including the delegation of necessary tasks.
* Greet & welcome participants at in-person IL Chapter of the IAFN Quarterly Meetings
	+ Assist with attendance sheet.
	+ Provide name tags to participants.
	+ Assist with the lunch arrangements when indicated.

**Past President**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report.
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Coordinate the annual IL Board of Director’s elections with assistance from other Board members.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Assist new the President in role transition
	+ Meet (e.g., phone, in-person, etc.) with President.
		- By January 31st to review current year responsibilities.
		- By December 31s to review next year’s responsibilities.
* Facilitate the completion of the IL Chapter Annual paperwork by assisting the President as indicated.
* In the interim, if the Chapter President and the President Elect are unable to perform their duties, then the Past President shall have the authority and exercise the powers of the President including the delegation of necessary tasks.

**Secretary**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report.
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Coordinate the annual IL Board of Director’s elections with assistance from other Board members.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Record all actions, votes, and minutes of all IL Chapter of the IAFN meetings and IL Board of Director’s meetings.
* Take attendance of IL Board of Director’s meetings.
* Take attendance of and IL Chapter of the IAFN meetings.
	+ Share this attendance sheet with Director-at-Large.
* Keep all minutes from meetings in an organized manner and make available to the Board and/or the members, as appropriate.
	+ The finalized, approved minutes should be stored in a file on the IL IAFN email site.
* Secretary shall record all votes, actions and the minutes of all proceedings.
* Submit all meeting dates and minutes from prior years to the IAFN by March 1st.
* Maintain necessary documentation that will assist the next Secretary to help make the transition smooth.

**Treasurer**

* Attend (live or previously recorded) the online National IAFN Chapter Orientation.
* Read the IL IAFN Bylaws, IL Chapter Affiliation, and IL Chapter Annual Report.
* Actively participate and assist in the planning of events organized by the IL Chapter of the IAFN and the IL Board of Directors.
* Complete other tasks as requested by the IL Board of Directors as needed.
* Coordinate the annual IL Board of Director’s elections with assistance from other Board members.
* Attend (e.g., online, phone) the IL Board of Director’s monthly meetings as well as the in-person IL Chapter of the IAFN Quarterly Meetings (minimally 75%).
* Maintain active membership with the National IAFN and IL IAFN chapter.
* Act as the overall fiscal agent of the IL Chapter of the IAFN.
	+ Treasurer shall ensure proper custody of the chapter funds and securities and shall ensure full and accurate accounts of receipts and disbursements of the chapter are kept and shall ensure the deposit all monies and other valuables in the name and to the credit of the chapter into depositories designated by the Chapter Board of Directors.
	+ Treasurer shall ensure the funds of the chapter are disbursed as ordered by the Chapter Board of Directors, and ensure that financial statements are prepared at such interval as the Chapter Board of Directors shall direct.
	+ Treasurer shall perform such other duties and have such other authority and powers as the Chapter Board of Directors may from time to time prescribe or as the Chapter President may from time to time delegate.
* Maintain a balanced checking account.
* Oversee and report on any financial aspects of additional funding, such as grants, if applicable.
* Oversee the development of the annual budget with the President for future approval by the Board.
* Review the budget and year-to-date actuals quarterly and report out to Chapter members at IL Chapter of the IAFN Quarterly Meetings.
* Review all financial reports and long-range financial planning.
* Advice the Board of Directors and Committee Chairpersons of financial feasibility of projects.
* Complete financial Bank Form annually and submit to the IAFN by March 1st.
* Complete the Chapter Financial Form and submit to the IAFN by March 1st when bank and/or signers have changed.
* Submit prior December’s year-end band statement with year-end balance, (along with the Chapter Financial Form) to the IAFN by March 1st.
* Complete and file the IAFN Chapter E-990 form annually by May 15th.
* Submit a new Bank Signature Card to the IAFN ASAP when changes occur.
* Maintain necessary documentation that will assist the next treasurer to help make the transition smooth.