



Central California Chapter Officer Role Description

Title: Chapter President

Objective: The Chapter President keeps the chapter focused on setting and maintaining its goals. The President oversees officers and committees and encourages teamwork. The President maintains the operations of the chapters and ensures that they are abiding by their Bylaws and maintains compliance with National guidelines.

Responsibilities: The President shall arrange a minimum of 4 chapter board meetings per year, and shall preside at all meetings of the Executive Committee, Board of Directors, and at the organization's Annual Meeting. The President shall be a member ex officio, with right to vote, of all committees except the Audit Committee. The President shall, at the annual meeting and at other times as deemed proper, communicate to the organization and/or the Board of Directors suggestions that may tend to promote the prosperity, welfare, and increase the usefulness of the organization to its members, and the local community. The President shall monitor the progress of the chapter's goals and objectives; enforce the bylaws and send an updated copy to SCTE's Chapter Support department each year; appoint committees, identify and implement services and programs for chapter members, keep current with SCTE services; serve as the chapter's spokesperson; provide a link between the Society and the local chapter, recognize achievements of members, promote the mission of SCTE locally, and shall perform such duties as are necessary incident to the office of President.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; ability to delegate, leadership skills, ability to communicate effectively; desire to contribute. Possess strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.). Has served in other positions – (Treasurer, Secretary, VP of...?) and has the ability to delegate.

Average Time Commitment: Eight – ten hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4-6 Leader Meetings (MSO/Other) & 1.5 hours each | 6-9 hours |
| • Meetings with other board members [updates/etc.] | 8-10 hours |
| • Committees [???? Depends on structure/work] | 24-36 hours |

Measure of Success: Chapter has met all compliance requirements defined by National SCTE, new members are recruited and retained, problems are handled in a timely manner, chapter board and committees are active and growing, available to other officers and committee members, meetings are held efficiently.

Benefits: Gain experience in building and working with committees, play a key role in shaping the chapter's future, an opportunity to network on different levels, improve meeting management skills, and gain experience that can be used on the job. Be a mentor to new volunteers.



Central California Chapter Officer Role Description

Title: Chapter Vice President/President-Elect

Objective: The Vice President/President-Elect is responsible for assisting the President in coordinating and directing chapter operations and activities.

Responsibilities: The Vice President/President-Elect is responsible for assisting the President in coordinating and directing chapter operations and activities. The Vice President/President-elect shall attend and play an active part in all meetings; monitor progress of chapter's goals and objectives; enforce bylaws; manage the activities of committees that report directly to the Vice President, advise and assist the President, assume President's role in President's absence; identify and implement services for chapter members, keep current with SCTE chapter services. Promote the mission of SCTE locally, and shall assist the President as required. The Vice President/President-elect shall assume the office of President at the conclusion of the Presidents term, or immediately upon the resignation of the President.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; ability to delegate. Possess strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.). Has served in other positions – (Treasurer, Secretary, VP of...?) and has the ability to delegate.

Average Time Commitment: Seven hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4 Leader Meetings (MSO/Other) & 1.5 hours each | 6 hours |
| • Committees [???? Depends on structure/work] | 18-24 hours |

Measure of Success: Completion of goals, new members are recruited and retained, problems are handled in a timely manner, board and committees are active and growing, available to other officers and committee members, meetings are held efficiently, good team spirit.

Benefits: Gain experience in building and working with committees, play a key role in shaping the chapter's future, a stepping stone to the Chapter Presidency, opportunity to network on different levels, recognition, improve meeting management skills, gain experience that can be used on the job.



Central California Chapter Officer Role Description

Title: Chapter Vice President, Communications & Marketing

Objective: To produce chapter marketing materials and promote chapter activities.

Responsibilities: The Vice President of Communications/Marketing shall produce the chapters marketing materials and promote chapter activities. The Vice President of Communications/Marketing shall attend and play an active part in all meetings. The Vice President of Communications/Marketing shall work with Secretary to produce & edit email notifications and hard-copy fliers for chapter meetings. The Vice President of Communications/Marketing shall produce a newsletter; coordinate stories and production, recruit members to write articles, act as liaison with other SCTE chapters and local cable groups. The Vice President of Communications/Marketing shall work with other officers, and Webmaster, to assure that the chapter website is relevant and up to date. The Vice President of Communications/Marketing shall promote the mission of SCTE locally, and shall assist the president as required.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws, good communication skills, good writing skills, strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.) good proofreading skills, and has the ability to delegate.

Average Time Commitment: five hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4-6 Communications committee meetings | 8 hours |
| • Oversee webmaster, and web content | 6 hours |

Measure of Success: Increased response rate to meetings, more involvement by members, and increased awareness of SCTE in the local area.

Benefits: Gain experience in building and working with committees, build networking skills, gain experience that can be used on the job coordinating presentations and communication.



Central California Chapter Officer Role Description

Title: Chapter Vice President, Membership

Objective: To maintain membership records and recruit new members.

Responsibilities: The Vice President, Membership shall assist the Secretary in the development and maintenance of voting affiliate and local participant records. Work with the VP Communications/ Marketing to produce programs to recruit new affiliates/local participants, and retain existing affiliates/local participants. Shall attend and play an active part in all meetings, shall identify potential affiliates/local participants, develop recruiting membership and retention campaigns, and maintain chapter mailing lists. The Vice President, Membership shall develop surveys, and processes to assess the needs of chapter affiliates/local participants, and shall chair the membership committee. The Vice President, Membership shall promote the mission of SCTE locally, and shall assist the President as required.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; good record keeping, knowledge of marketing, good people skills, ability and willingness to motivate others. Possess strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.), and has the ability to delegate.

Average Time Commitment: seven hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6+ hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4-6 Membership committee meetings | 8 hours |

Measure of Success: Membership increased by a minimum of 10% annually, mailing lists are accurate, retention program is in place, problems are handled in a timely manner, available to other officers and committee members as needed, attends meetings.

Benefits: Knowledge of entire membership base, networking with all members of chapter, satisfaction & recognition, gain experience that can be used on the job.



Central California Chapter Officer Role Description

Title: Chapter Vice President, Professional Development

Objective: To identify, develop and promote educational programs

Responsibilities: The Vice President, Professional Development shall identify, develop and promote the chapters educational programs The Vice President, Professional Development shall attend and play an active part in all meetings, oversee, enhance & improve educational seminars & chapter technical meetings. The Vice President, Professional Development shall investigate "partnering" type educational opportunities with other organizations (Vendors, local broadcasters, community colleges), the Vice President, Professional Development shall chair the subcommittee that develops programs for the calendar year to enhance the cable broadband profession for members, the board, and our officers. The Vice President, Professional Development shall provide programs and services that meet the annual SCTE metrics for professional development. The Vice President, Professional Development shall provide on site assistance, and work with other officers to promote events. The Vice President, Professional Development shall guide development of the chapter's certification assistance program, recruiting and overseeing the Mentor and Proctor programs. The Vice President, Professional Development shall promote the mission of SCTE locally, and shall assist the President as required.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; good record keeping, ability to utilize contacts and network for speakers/presenters, ability to work with board to determine local training needs. Possess strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.), and has the ability to delegate.

Average Time Commitment: Eight hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • 4-6 Professional Development committee meetings | 8 hours |

Measure of Success: Increase in meeting attendance (minimum of 10% annually), excitement over presentations, chapter members feel they have learned something. Minimum of 5% of registered chapter members successfully test through a certification program annually. 100% of certified members re-certify or re-qualify as needed annually.

Benefits: Gain experience in building and working with committees, improve meeting management skills, coordinating presentations, expand professional contact network, gain experience that can be used on the job.



Central California Chapter Officer Role Description

Title: Chapter Secretary

Objective: To maintain Chapter's records.

Responsibilities: The Secretary, or an appointed delegate, shall give notice of and attend all meetings of the organization, to keep a record of all business conducted. The Secretary, or a delegate shall conduct all correspondence and carry out all orders, votes, and resolutions not otherwise committed; keep a list of the members of the organization; collect the fees/subscriptions, and turn them over to the treasurer or an appointed representative; notify the officers and directors of their election; notify members of their appointment to committees; prepare, under the direction of the board of directors, an annual report of the organization; submit in a timely manner (as noted in the current compliance matrix) all of the reports and forms to the headquarters of the Society of Cable Telecommunications Engineers as required by the Chapter Handbook. The Secretary shall notify SCTE headquarters within fifteen (15) days following any changes in the organization's post office box as required by the Chapter Handbook. An assistant secretary may be elected to assist the secretary, and may act in the absence of the Secretary. The Secretary shall promote the mission of SCTE locally, and shall assist the president as required.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws, good record keeping, good note taking, strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.) and has the ability to delegate.

Average Time Commitment: Ten to 12 hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • Records/reports @ 2+ hours a month | 24 |

Measure of Success: Minutes distributed in a timely manner, meeting reports submitted in a timely manner, records are maintained, and chapter business is in order.

Benefits: Gain experience in building and working with committees, improve meeting management skills, gain experience that can be used on the job.



Central California Chapter Officer Role Description

Title: Chapter Treasurer

Objective: To develop and monitor the Chapter's financial operations.

Responsibilities: The Treasurer, or an appointed delegate, shall keep an account of all monies received and expended for the use of the organization. Maintain financial records and reconcile discrepancies, prepare annual budget with help from other officers, prepare quarterly financial statements, monitor cash flow, maintain banking relationship with local bank, ensure that 501c6 disclaimer is on chapter receipts and advertisements. The Treasurer shall make necessary disbursements with the approval of the Board of Directors. The Treasurer shall deposit all sums received in a bank or trust company approved by the Board of Directors. The Treasurer shall make a report of the accounts at each Board of Directors meeting, and at the annual meeting or when called upon to do so by the President. An Assistant Treasurer may be elected to assist the Treasurer, and may act in the absence of the Treasurer. The funds, books, and vouchers in the Treasurer's hands shall be at all times under the supervision of the Board of Directors and subject to its inspection and control. At the expiration of the Treasurers term of office, all books, monies, accounts, and other properties shall be delivered the new Treasurer, or in the absence of a Treasurer-elect, to the President. The Treasurer shall report all financial transactions at the close of each quarter on the SCTE Quarterly Financial Report Form to SCTE headquarters, as required by the Chapter Handbook. The treasurer shall advise SCTE headquarters of any changes to the bank name, bank location, bank account number(s), and signatures on bank accounts or certificates of deposit, and ensure that an authorized SCTE representative is a signatory on all accounts, within fifteen (15) days of any such change in accordance with the Chapter Handbook. The Treasurer shall promote the mission of SCTE locally, and shall assist the president as required.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws; good with numbers, comfortable doing accounting and balancing checkbooks, attention to detail, strong attention to deadlines, strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.) and the ability to use Quicken.

Average Time Commitment: Six to 8 hours per month.

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| • 4-6 Board meetings @ 1.5 hours each | 6-9 hours |
| • 4-6 Technical Sessions @ 6 hours each | 24-36 hours |
| • Annual Planning Session @ 1.5 days | 12 – 14 hours+ |
| • Vendors Day @ 8 Hours | 8 hours |
| • Bookkeeping/records @ 2+ hours a month | 24 |

Measure of Success: Checkbook is balanced; records are in order, all forms are filed, chapter has adequate amount of reserves, budget submitted, approved and met.

Benefits: Gain experience in building and working with a board and committees, play a key role in shaping the chapter's future, an opportunity to network on different levels, improve meeting management skills, and gain experience that can be used on the job.



Central California Chapter Officer Role Description

Title: Chapter Webmaster

Objective: To maintain Chapter's Web Site, and provide communications to chapter members

Responsibilities: Attend all meetings, update and maintain the Chapter Web Site to keep it current and interesting. Find new ways to utilize the Chapter Web Site for us as a communications tool for our members. Coordinate the Chapter Web Sites content with the Secretary, and the VP Communications & Marketing.

Qualifications: Knowledge of SCTE; working knowledge of chapter bylaws. Must have excellent writing and editing skills, must possess familiarity with web sites, HTML, or a website development package (E.G Front Page, or DreamWeaver). Must have strong Microsoft Office Products skills, (Word, Excel, PowerPoint, Etc.), as well as possessing strong leadership and project management skills.

Average Time Commitment: Six to 8 hours per month.

- 4-6 Board meetings @ 1.5 hours each 6-9 hours
- 4-6 Technical Sessions @ 6 hours each 24-36 hours
- Vendors Day @ 8 Hours 8 hours
- Web Development & Maintenance 2 - 4 hours per month

Measure of Success: Web site is relevant, up to date, easy to navigate, and provides useful information for Chapter members.

Benefits: Gain experience in building web sites, gain experience that can be used on the job.