

## **Chapter Officer Responsibilities:**

### **President:**

**Only Certified Fraud Examiners in good standing may hold the office of President.** The President shall be the chief executive officer of the Chapter, and when present, shall preside at all meetings of the Chapter. He or she shall exercise general supervision and management of the affairs of the Chapter; shall consult with and inform other officers and directors, members, and the Corporation of significant events; shall make an annual report to the members of the Chapter and the Corporation; and shall perform other duties prescribed by the Board of Directors as well as all duties incident to the office of President and chief executive officer.

Liaison w/National ACFE as necessary

Liaison w/IIA as necessary

Assist with various meeting items as necessary (speakers, food, etc)

### **Vice President:**

The Vice President shall report to the President and shall assume the duties of the President in his or her absence. When the Vice President acts in place of the President, the Vice President shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall be responsible for other duties that President or the Board of Directors shall delegate from time to time. The Vice President shall be a member of the Association of Certified Fraud Examiners in good standing. The Board may vote to allow associate members to hold the office of Vice President.

Notwithstanding the forgoing, if the office of President becomes vacant before the expiration of the term, the Vice President may not assume that position for the unexpired term unless the Vice President is a Certified Fraud Examiner in good standing. If the Vice President is an associate member, the Chapter Board of Directors, at its discretion, may either: (1) appoint a Certified Fraud Examiner who is in good standing to complete the unexpired term; or, (2) hold a special election to elect a new President who is a Certified Fraud Examiner in good standing to complete the unexpired term.

Liaison w/IIA as necessary

Assist with various meeting items as necessary (speakers, food, etc)

### **Secretary:**

The Secretary shall report to the President and shall keep the minutes of the meetings of the members and of the Board of Directors; see that all notices are given in accordance with the provisions of these Bylaws or as may be required by law; be custodian of the corporate records and of the seal of the Chapter and see that the seal of the Chapter is affixed to all documents as authorized; maintain the membership records of the Chapter, and in general perform all duties

incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary shall be a member of the Association of Certified Fraud Examiners in good standing.

Maintain and email distribution list of Chapter members  
Send notices for all meetings and training  
Assist with various meeting items as necessary (speakers, food, etc)

### **Treasurer:**

The Treasurer shall report to the President and shall be responsible for all financial records maintained by the Chapter. All moneys received by the Chapter as well as disbursements therefrom, shall be the responsibility of the Treasurer. He or she will ensure that any funds received are properly deposited for safekeeping to the credit of the Chapter; that all disbursements are properly approved; that the Board is kept advised of the status of the accounting of funds; and otherwise perform appropriate duties to see that the assets of the Chapter are properly safeguarded. The Treasurer shall produce annual financial statements of the Chapter and submit them to the Board and the Corporation within three months of the end of the Chapter's fiscal year, and in general shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors. The Treasurer shall be a member of the Association of Certified Fraud Examiners in good standing.

Assist with various meeting items as necessary (speakers, food, etc)

### **Training Director:**

The Training Director is responsible for securing or working with other Chapter members/Officers to secure speakers for the Chapter meetings. Qualifications and other duties include:

- **A CFE in good standing**
- Experience with public speaking and/or meeting planning
- The CTD will be familiar with all training issues in the chapter.
- Keep the ACFE informed of all chapter training sessions and issues in a timely manner.
- Prepare and submit all necessary chapter training forms as required within the required time span.
- Coordinate with the ACFE all training seminars in excess of one day and obtain sufficient chapter staff to assist in registration and other related duties.
- Maintain all chapter records pertaining to chapter training by date, topic, instructor, amount of continuing professional education earned, and overall evaluation ratings.
- The CTD should maintain communications with local universities and colleges to coordinate potential training opportunities within the schools of business, etc.
- Maintain the local chapter video library (optional).

- Ensure that all training attendees receive certificates of attendance indicating the course name and amount of Continuing Professional Education (CPE) earned by attending the training.
- Maintain the chapter historical files and photos (optional).
- Assume such other duties as deemed necessary by the Board of Regents.

The CTD shall have the following authority:

1. To coordinate with the chapter Board all training programs for the chapter.
2. To enter into agreements, with the approval of the chapter's Board of Directors, pertaining to holding joint training with other organizations.

**Community Relations Director:**

The Community Relations Director shall be a member of the Association of Certified Fraud Examiners in good standing. The Director will be responsible for promoting the Chapter to the Community and working with the Chapter membership to provide speakers for Community events as needed.

**Webmaster:**

Maintain the Knoxville ACFE Chapter website with information provided by Officers/Board Members