

## **Chapter Officers – Overview with Secretary Description**

Each position is a one-year term. This commitment is a total of 5 years.

**\*\*Up to 25 hours per cycle of Appraisal Institute continuing education (CE) credit may be earned for service to the Appraisal Institute.**

**Please refer to Regulation No. 10: Continuing Education for more details.\*\***

Chapter Officers serve on the Chapter Board of Directors—the affairs and activities of the Chapter shall be administered by a Board of Directors. The officers of the Chapter shall include a President, President Elect, Vice President, a Secretary, and a Treasurer.

### **About**

The Chapter Officers are part of the Chapter Board of Directors, which shall exercise all powers specifically delegated to the Chapters by this Regulation the national Bylaws, and the policies, resolutions and directives of the Appraisal Institute, subject to the restrictions upon such powers set forth in this Regulation and established by the national Board of Directors.

Composition The officers of the Chapter shall include:

- President
- Vice President
- Treasurer
- Secretary
- Immediate Past President

### **Commitment – Five Years**

Each Chapter officer shall be elected annually to a one (1) year term by a majority vote of the Designated Members, Candidates, Practicing Affiliates and Affiliates belonging to the Chapter in the manner required by this Regulation. The officer chain includes: President, Vice President, Treasurer and Secretary. Once elected as a Secretary, one is expected to move up the chain to Treasurer, VP, President and finally Immediate Past President. The Secretary is the first position in the Officer succession. Each position is a 1-year term.

### **Diversity**

It is the goal of the Appraisal Institute to foster a corporate culture that so thoroughly embraces diversity that it no longer needs a diversity committee or diversity initiative; diversity is integral to every aspect of the Appraisal Institute. The Appraisal Institute is committed to being an organization that encourages and supports the perspectives and talents of every individual and embraces all people interested in pursuing a professional appraisal career, enabling all to contribute at their highest potential. Diversity also includes political and opposing opinions. The Committee Chair should make sure the committee members with differing opinions are free to express their opinions during meetings.

## **Chapter Secretary**

### Minimum Qualifications

- Be a Designated Member or Candidate of the Chapter in good standing
- Continuing education is complete
- Have not been subject to a publishable disciplinary action by the Appraisal Institute within the five (5) years prior to election or appointment
- E-mail address and Web access

### **Desirable Qualifications**

- Attends Chapter Meetings
- Have served as a Chapter Director
- Have served as Chair of a Chapter committee, panel, or project team
- To be liaison to committees—to follow up with committee requirements
- As Treasurer, Vice President and President be willing to attend Regional Meetings and a Chapter Leadership Program