

## CARM Chapter Officer Job Descriptions

*These job descriptions are based mostly on what the Toronto Chapter officers have done.  
See the CARM Chapter Rules and Guidelines.*

### Chair:

*The Chair may delegate some of the duties listed below to the Secretary, Treasurer or others.*

- Arrange and announce meetings and events, with the assistance of the other officers, Events typically include layout visits, operating sessions, visits to museums or other places of interest, business meetings and any other activities desired by the chapter members. It is recommended that the Chair survey the members to ascertain what would most interest them.  
*A chapter must have at least two meetings or events per year. CARM online meetings do count.*
- Arrange some presentations for CARM online meetings.
- Chair the chapter's Annual Meeting (AGM).
- Direct the business aspects of meetings.
- Prepare Chapter News reports for *The Canadian*.
- Arrange and direct the election of new officers when appropriate.
- Communicate with other chapters, the Board of Directors and the Chapter Support Director.
- Attend Board of Directors meetings (upon invitation).
- Act as a bank signing officer.
- Promote CARM: Organize promotional events at train shows and participate in or originate and carry out inter- and extra- chapter events such as Conventions, Meets or SuperMeets.

### Secretary

- Maintain chapter records including meeting attendance records.
- Take and keep meeting minutes.
- Assist the Chair in carrying out their duties.
- Notify the national Chair, *The Canadian* Editor, Webmaster and Chapter Support Director about elections and other changes in chapter officers.
- May act as a bank signing officer.
- May produce some form of chapter newsletter.
- Assist the Chair especially in activities related to the promotion of CARM.

### Treasurer

*The Treasurer and Chair must not be the same person or in the same family.*

- Maintain the chapter's financial records and deliver them to the following Treasurer.
- Write cheques for expenses, and deposit income to the chapter bank account or hold the money.
- Prepare the chapter's fiscal year's financial report, and report it at the chapter's Annual Meeting.
- Prepare the CARM fiscal year (January to December) financial report and send it to the national Treasurer by the end of January.
- Act as a bank signing officer.
- Arrange for and manage a repository (bank or other financial institution) for chapter funds.
- Send appropriate CARM promotional expense claims to the national Treasurer, using an RFC (Request for Cheque) form or spreadsheet *before the end of the CARM fiscal year*.
- Assist the Chair especially in activities related to the promotion of CARM.

*The Secretary and Treasurer positions can be combined into Secretary-Treasurer.*