

Description of Officer Responsibilities

Society of Critical Care Medicine – Texas Chapter

Officer Position	Term	Qualifications	Responsibilities
Executive Committee			
President-Elect	3 year progressive term (year 1: president-elect, year 2: president; year 3: past-president)	Must meet one or more of the following criteria: <ul style="list-style-type: none"> • current participation on the Board of Directors (BOD) for a minimum of one complete year • current Chair of a Chapter Committee for a minimum of one complete year • past member of the Executive Committee 	President-Elect (year 1) <ul style="list-style-type: none"> • Preside at BOD meetings • Serves as delegate to SCCM • Other duties in absence of chapter president Chapter President (year 2) <ul style="list-style-type: none"> • Serve as chief executive officer of organization • Preside at all meetings of Executive Committee • Ex-officio member of all chapter committees (except Nominations Committee) • Serve as delegate to SCCM Immediate Past-President (Year 3): <ul style="list-style-type: none"> • Preside at meetings of the BOD and the Chapter Executive Committee in the absence of the Chapter President and the Chapter President-elect • Other duties in absence of chapter president
Secretary	2 years	Must meet one of the above criteria or be a current active member of a Chapter Committee for a minimum of one complete year.	<ul style="list-style-type: none"> • Secretary at all BOD and Executive committee meetings • Maintain all records for chapter • Certify action of BOD and Executive Committee • Charge of the seal • Provide notice of meetings • Work with SCCM to maintain updated membership list
Treasurer	2 years	Must meet one of the above criteria or be a current active member of a Chapter Committee for a minimum of one complete year.	<ul style="list-style-type: none"> • Responsible for all money, funds, and valuable papers/documents for the chapter • Attend all Executive Committee meetings • Deposit funds as appropriate • Maintain records for all monetary transactions • Annual financial report to BOD and SCCM • Manage chapter membership funds and file appropriate tax information

Officer Position	Term	Qualifications	Responsibilities
Board of Directors			
Physician seat	3 years	Must be a physician and current active member of the SCCM Texas Chapter	<ul style="list-style-type: none"> • Oversee function of the chapter • Ensure orderly transfer of the administration of the chapter from the retiring to the incoming officers and Board representatives • Formulate long-range plans for the chapter • Create and provide annual report of activities to SCCM
Allied health seat	3 years	Must be an allied health practitioner and current active member of the SCCM Texas Chapter	
Nurse seat	3 years	Must be a nurse and current active member of the SCCM Texas Chapter	
At-Large seat	3 years	Must be a current active member of the SCCM Texas Chapter (all professions are eligible for this seat)	