

ASM Chicago Organization Structure

Chair Chapter

Long Range Planning

Chapter Vice-Chair

Student Affairs – Activities with local universities, student membership, awards and scholarships, coordinate student poster night

Yearly Outing

Treasurer

Pay bills

Manage accounts

Financial reporting

Secretary

Notes

Communication

Website – Monthly updates, event postings

Announcements – Materials Camp, special outings, awards

Membership Chair

Development – Surveys, Marketing

Directory – publish once every two years

Education Chair

Programming – organize monthly meetings, send out meeting announcements

MEI – Organize at least one local training session per year.

Materials Camp – Organize and implement materials camp

Awards Chair

ASM – create announcement for awards, review submissions

Scholarships – create announcement for scholarships, review submissions