

Responsibilities of All CAB Members

All members of the CAB have these common responsibilities and they will not be repeated in the individual descriptions:

- Attend all CAB meetings. If members cannot attend a meeting, they should call the president before the meeting and send a report. If the president cannot attend, he or she should call the first vice-president to arrange for the vice-president to preside at the meeting.
- Arrange for someone else to take over their responsibilities when they are going to be absent for a period of time.
- Make decisions and take actions for the good of the chapter as a whole, not just for the good of one or several individuals.
- Gracefully exit the position by turning over their files and any supplies and property associated with the position to their successors in the position within two weeks of the changeover, whether the changeover is during the year or at the normal end of term on December 31.

“Additional Duties as Assigned”

A chapter may decide to elaborate upon these descriptions and/or assign special duties to CAB committees. If this is done, these detailed descriptions and special duties should be fully described in the standing rules written for the chapter or in other documentation. Detailing such information may aid the transition from one CAB member to the next individual to hold that position and may also avoid misunderstandings that may arise from uncertainty or misinformation.