

Skills Development / Career Assessment

President	VP-Education	VP-Membership	VP-Public Relations
Team building/ Leading Strategic Planning/ Guidance Conflict Resolution Negotiations/Project management Meeting Facilitation Time Management Parliamentary Processes Consulting Coaching Networking	Scheduling Conflict Resolution Negotiations Strategic Planning Time Management Recognition Incentives Event / Meeting Planning Personnel Development Career Planning Training Networking	Personnel Orientation Personnel Development Career Planning Customer service Public Relations Reward / Incentive Planning Campaign Development Marketing & Sales Consulting Seminar Development Networking	Media Relations Campaign Development Reward / Incentive Planning Consulting Journalism Publications Advertising & Promotion Photography Graphic Design Seminar Development Networking
Treasurer	Secretary	Sgt-at-Arms	Past President
Budget Preparation Revenue Tracking Revenue Forecasting Revenue Generation Money Management Policy Administration Purchasing Consulting	Report Writing Policy Administration Purchasing Order Processing Historian / Librarian Research Document Control Event Coordination	Inventory Management Master of Ceremonies Interpersonal / Communication Skills Customer Service Negotiations Consulting Event Planning	Team Building Strategic Guidance Consultation Training Coaching Career Planning Parliamentary Processes Policy Administration.