BYU Management Society

Chapter Officers Handbook

Comprehensive Roles, Responsibilities, and KPIs

Volunteer Time Commitment

All chapter leadership roles are designed to be sustainable for busy professionals. Most responsibilities involve coordination, communication, and light planning rather than heavy operational work.

Expected time commitment: approximately 1–2 hours per week.

- Monthly leadership meeting (~1 hour)
- Coordination with partners or program participants
- Occasional preparation for chapter programs or events

Chapter Leadership Structure

- Chapter President
- VP – Membership & Engagement
- VP – Young Professionals & Mentoring
- VP – Launching Leaders
- VP – Boot Camps
- VP – Business Competition & Entrepreneurship
- Secretary / Operations
- Treasurer / Finance & Sponsorship

Chapter President

Purpose

Provide vision, leadership, and accountability for the chapter while developing strategic partnerships and ensuring alignment with regional priorities.

Key Responsibilities

- Lead the Chapter Executive Committee
- Represent the chapter to the Regional Board
- Develop partnerships with Self-Reliance Services, Local Church leaders, Seminaries & Institutes (S&I), the Academy for Creating Enterprise (ACE), and BYU–Pathway Worldwide
- Open doors with partner organizations and delegate ongoing relationship management to Vice Presidents
- Ensure all core chapter programs are active and aligned with the mission

KPIs

- 4–6 total chapter events per year
- Active relationships with at least two key partner institutions
- Participation in regional leadership meetings
- Positive chapter health evaluation from regional leadership

Time Commitment: Approximately 1–2 hours per week.

VP – Launching Leaders

Purpose

Champion and deliver the Launching Leaders Course as the primary leadership development program of the chapter.

Key Responsibilities

- Promote Launching Leaders within the chapter and partner organizations
- Organize cohorts, facilitators, and schedules
- Coordinate with Church leaders, Self-Reliance Services, Seminaries & Institutes, and BYU–Pathway Worldwide
- Track participant progress and completion
- Encourage graduates to participate in other chapter programs

KPIs

- At least one Launching Leaders cohort per year
- Completion rate of at least 75%
- Participant satisfaction score of 4/5 or higher

Time Commitment: Approximately 1–2 hours per week.

VP – Membership & Engagement

Purpose

Grow and maintain an active membership base that supports the mission and programs of the chapter.

Key Responsibilities

- Recruit and onboard new members
- Conduct membership campaigns tied to chapter programs
- Track member participation and engagement
- Follow up with attendees after events to encourage membership

KPIs

- Net membership growth each year
- 70–80% active member retention
- At least one membership campaign each quarter

Time Commitment: Approximately 1–2 hours per week.

VP – Young Professionals & Mentoring

Purpose

Develop young professionals through mentoring, networking, and career development opportunities.

Key Responsibilities

- Develop mentoring programs for young professionals
- Organize networking and career exposure activities
- Build partnerships with Seminaries & Institutes, universities, and BYU–Pathway Worldwide
- Track mentee engagement and outcomes

KPIs

- At least one mentoring or networking activity per quarter
- Growth in young professional participation
- Participant satisfaction of 4/5 or higher

Time Commitment: Approximately 1–2 hours per week.

VP – Boot Camps

Purpose

Deliver practical training experiences that build leadership, career, and entrepreneurial skills.

Key Responsibilities

- Design and organize Boot Camp learning sessions
- Recruit facilitators and subject-matter experts
- Coordinate schedules and participant feedback
- Align Boot Camp topics with chapter leadership and entrepreneurship goals

KPIs

- Minimum one Boot Camp per quarter
- Participant satisfaction score of 4/5 or higher

Time Commitment: Approximately 1–2 hours per week.

VP – Business Competition & Entrepreneurship

Purpose

Develop a pipeline of entrepreneurs within the chapter who can participate in regional business competitions.

Key Responsibilities

- Identify aspiring entrepreneurs within the chapter
- Coordinate mentoring with the Academy for Creating Enterprise (ACE)
- Support development of business ideas and presentations
- Prepare teams to participate in regional business competitions

KPIs

- Maintain an active entrepreneur pipeline
- At least one ACE-related mentoring activity per quarter
- Chapter representation in regional business competitions

Time Commitment: Approximately 1–2 hours per week.

Secretary / Operations

Purpose

Ensure organizational continuity, documentation, and operational coordination.

Key Responsibilities

- Record meeting minutes and decisions
- Maintain chapter calendar and documentation
- Support reporting and leadership transitions
- Maintain records of partnerships and programs

KPIs

- 100% of leadership meetings documented
- Calendar published at least one quarter in advance
- All required reports submitted on time

Time Commitment: Approximately 1–2 hours per week.

Treasurer / Finance & Sponsorship

Purpose

Ensure financial transparency and sustainability of chapter activities.

Key Responsibilities

- Maintain chapter financial records
- Track budgets and program expenses
- Coordinate sponsorship support where needed
- Provide periodic financial updates to the leadership team

KPIs

- Budget variance within acceptable limits
- Quarterly financial updates delivered
- Zero financial compliance issues

Time Commitment: Approximately 1–2 hours per week.