

## President Position Description

### **Membership requirements**

As the chapter president, the incumbent must:

- Be a CEBS graduate
- Be a member of ISCEBS
- Be a member of the chapter.

### **Assuming responsibility**

Being president of the chapter does not need to be a difficult task, but it should not be approached lightly either. The president is responsible for ensuring that the chapter adheres to Society and chapter policies outlined under the Guidelines, General Policies and Bylaws section of the handbook.

### **Formulate overall plans for various activities**

#### a. Set priorities

Your term of office is limited, as is the time you and your board will be able to devote to chapter activities. As a result, it is very important to decide what you want to accomplish and within what time frame. Remember that the overriding goals of the Society and the chapter are to maintain and promote the integrity of the CEBS designation and promote CEBS Compliance. A secondary goal is to increase membership while retaining existing members. Other portions of this handbook provide suggestions on how to accomplish these goals.

#### b. Set up committees, delegate and utilize opportunities for participation

Most chapters have at least three committees to accomplish the chapter's goals. They are:

1. Membership
2. Program (or education)
3. Audit.

These committees achieve four objectives:

1. They allow the president to delegate some of the responsibility and the work.
2. They involve more people in the chapter.
3. They allow the board members to judge and groom future leaders.
4. They can help coordinate tasks so the chapter works most efficiently and not one committee or person does all the work.

## **Assign tasks and time frames**

Each board member, committee chair and committee member should have a clear understanding of what is required of him or her. Each person should know when each task is to be completed.

## **Oversee activities of other officers and committees**

Once the priorities and committee assignments have been set, it is time for action. The president can monitor each position and assignment and provide reminders, encouragement and/or help when it is needed.

## **Preside at all meetings**

The president is the chapter representative and spokesperson. It is expected that the president will lead (or moderate) all educational and board meetings. Of course, there will be times when other commitments or circumstances make it impossible to do this. That is when the vice president is expected to fill in.

## **Communicate with membership**

Benefits practitioners know how important communication is, and it is no different when it comes to the chapter. Regular communication keeps members informed and provides visibility for chapter events. Possible topics might include listings of new graduates and Fellows, summaries of recent meetings, announcements of upcoming meetings, interviews with members, and chapter and/or Society news.

This is an excellent opportunity to keep the members informed about the chapter's accomplishments.

## **Maintain contact with Society headquarters**

It is very important to keep the Society informed of your chapter's activities. Chapter communication with the Society is vital to the chapter's success. The president should determine how much of the correspondence he or she will do and how much will be delegated to the secretary. One of our major strengths is the fact that we can share information. The Society serves as the conduit between the local chapters.

## **Act as prime motivator**

It is difficult to get people to share their valuable time without compensation, but that is the role of volunteer leaders. It is up to the president to lead in such a way that the members will want to continue their involvement. Chapter presidency will give you the chance to learn skills that will be assets to your career.

## **Develop successors**

Developing successors is probably one of the most important but underrated duties: A chapter will not survive if each period of strong leadership is followed by weak or nonexistent leadership. You should get to know your members and then get as many involved as possible. When people have been identified as potential leaders, the ideal path is to have them work on a committee, chair a committee, become a board member, then become an officer and finally assume the presidency.

## **Term of office**

The president is elected for a term of one year only and cannot succeed himself or herself in the same office. The president will then serve on the board as the past president and, therefore, the president of the chapter shall not be eligible for reelection as an officer of the chapter for a term commencing less than one (1) year after the expiration of his or her term as president. The president should also not serve as a committee chair until the end of his or her term as past president.