

Volunteer Chapter Role Description

Director/Board Member/Member-at-Large

Role Description

Volunteer tasked with supporting the president and other officers in setting and meeting strategic goals. He or she may oversee one or more specific projects as delegated by the president and may serve either in a general capacity or more directly (examples: membership chair, education chair and so forth).all financial records required for chapter operations in accordance with the bylaws.

Roles and Responsibilities

In order of importance

- Support the president and other officers in setting and meeting strategic goals.
- Attend all board of directors meetings.
- Attend chapter membership meetings and events as needed.
- Oversee chapter volunteers and projects as delegated.
- Maintain working knowledge of current chapter affairs and initiatives.
- Suggest and critically evaluate initiatives in order to meet strategic goals.
- Provide reports to the president and officers on ongoing projects.
- Develop and implement a succession and transition plan.
- Attend and support the CPCU Society Annual Meeting and Leadership Summit.

Leadership Skills

In order of importance

- Active listening
- Adaptability/flexibility
- Strategic thinking
- Excellent communication

Role-Specific Skills

In order of importance

- Knowledge of CPCU Society bylaws and mission and of the insurance industry
- Project management