

# Volunteer Chapter Role Description

## President

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### Role Description

Volunteer responsible for overall oversight of the chapter and the board. The president directs the activities of the other board members to set and meet strategic goals and maintain operational integrity in accordance with the chapter bylaws.

### Roles and Responsibilities

#### *In order of importance*

- Direct the chapter's strategic goals.
- Strive to achieve the chapter's vision, mission and objectives as detailed by the chapter board and CPCU Society strategic plan.
- Direct the activities of other officers toward chapter goals and objectives.
- Ensure that the chapter board works toward goals and objectives.
- Attend and preside over board of directors meetings and the chapter membership meetings.
- Assume ultimate accountability for all board operations and chapter activities.
- Ensure strategic alignment, planning and annual reporting.
- Assume responsibility for the overall functioning of the chapter.
- Represent the chapter at public events.
- Ensure that all chapter business is conducted legally and ethically.
- Act as a liaison between the chapter and the Society.
- With the board, ensure prudent disbursement of chapter funds.
- Develop and implement a succession and transition plan.
- Ensure that the chapter is meeting the goals set forth in the Circle of Excellence program.
- Promote leadership development opportunities and board development.
- Network and foster relationships with potential members and collaborators.
- Legally represent the chapter (this role can be performed in cooperation with the finance officer).
- Identify and build a strong pool of future leaders.
- Drive implementation of revisions and amendments to Society policies and guidelines regarding chapter processes.
- Manage periodic policy audits.
- Ensure chapter/corporate compliance.
- Attend and support the CPCU Society Annual Meeting and Leadership Summit.

### Role-Specific Skills

#### *In order of importance*

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

### Leadership Skills

#### *In order of importance*

- Ability to delegate effectively
- Strategic thinking
- Networking/relationship building
- Public speaking/presentation
- Team building
- Conflict resolution