

Volunteer Chapter Role Description

Vice President

Role Description

Elected volunteer who will assist the president with his or her duties of managing the chapter.

Roles and Responsibilities

In order of importance

- Attend all board of directors meetings.
- Assist the president in his or her duties.
- Represent the president in his or her absence and in the absence of the president-elect.
- Attend chapter membership meetings and events as needed.
- Develop and implement a succession and transition plan.
- Oversee chapter volunteers and projects as needed.
- Direct the Circle of Excellence submissions.
- Oversee the operations committee, if applicable.
- Attend and support the CPCU Society Annual Meeting and Leadership Summit.

Role-Specific Skills

In order of importance

- Knowledge of CPCU Society bylaws and mission and of the insurance industry
- Resource management
- Project management
- Financial and budget planning
- Parliamentary procedures (for example, Robert’s Rules of Order)

Leadership Skills

In order of importance

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