



Chicago
Charter Chapter

BOARD POSITION DESCRIPTIONS

President

- Conducts the business of ICFC in accordance with ICFC By-laws and serves as chairperson of the ICFC Board of Directors.
- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of ICFC goals, objectives, and strategies, including the Board Retreat.
- Works with Treasurer to oversee Board Assistant
- Makes announcements to membership at the beginning of monthly ICFC meetings.
- As a member of the Executive Committee, acts as liaison to assigned committee.
- Monitors the use, accounting and handling of all ICFC funds.
- Communicates state, area and/or national goals, policies and programs to ICFC members.
- Provides development and direction to the President-Elect.
- Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
- Attends all Executive Committee and Board of Director Meetings, monthly calls and Chapter Meetings.
- Represents ICFC in the Coaching community.
- Maintains a current active ICF membership.

President-Elect

- Responsible for all materials for board meetings, including the Consent Agenda, coordination of the monthly committee reports and planning documents.
- As a member of the Executive Committee, acts as liaison to assigned committee.
- Acts as liaison to the Executive Committee and provides monthly committee report for Consent Agenda.
- Performs all special projects as assigned by the President.
- Upon request of the President, assists officers/committee chairs in performing their responsibilities.
- Responsible for the Board Development Program and document maintenance.
- Works with Member At-Large to develop and assemble board members for year as President.
- Responsible for Strategic Plan development for year as President.
- Participates in the development and implementation of short-term and long-term strategy planning.
- Completes other assignments as requested by the President or the Executive Committee.
- Attends all Executive Committee and Board of Director Meetings, monthly calls and Chapter meetings.
- Represents ICFC in the coaching community.
- Maintains a current active ICF membership.
- Serves as project leader for the annual membership survey.

Treasurer

As financial advisor of ICFC, assesses the financial implications of proposed actions by the Board of Directors and informs the Board prior to making final decisions.

- Observes the financial direction of ICFC, recognizes possible financial problems and brings problems to the Board for action.



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- Receives, holds and safeguards, in the capacity of trustee and financial agent, all funds for ICFC.
- Works with President to oversee Board Assistant
- Coordinates the distribution of funds for normal and usual uses only, unless ICFC's Board of Directors otherwise directs.
- Provides the Board with monthly and year-end financial statements, including periodic analysis of membership status and special programs.
- Creates, monitors and manages the annual budget process, including annual and semi-annual forecasts.
- Maintains the bank account, payables, receivables, and all other bank administration.
- Maintains records on disk as well as paper for ICFC archives.
- Supports the Board of Directors with all related non-profit status filings.
- Participates in the development and implementation of short-term and long-term strategy planning.
- Attends all Executive Committee Meetings, Board of Directors meetings, monthly calls and Chapter meetings.
- Provides monthly committee report for Consent Agenda.
- Represents ICFC in the coaching community.
- Maintains a current active ICF membership.

Year-End Accountabilities:

- Provides name and address changes, EIN# and changes signatures at bank when necessary.
- Provides disk and hard copy of all financial reports and a year-end statement to the VP of Communications

Secretary

Maintains a record of attendance and prepares the minutes of all directors' meetings to be sent out no later than one week after the meeting.

- Coordinates, creates and distributes the documents for the consent agenda no later than three days before the board meeting.
- Maintains Robert's Rules of Order information and all voting information.
- Maintains current ICFC Board Training Manual and ICFC Policies and Procedures Manual.
- Issues reminder notices of all Board related meetings and events.
- Transmits all necessary annual election information to the membership; and informs ICF headquarters and other regulatory agencies of the results.
- Coordinates and submits chapter award application to ICF at end of board year.
- Coordinates and submits annual chapter activity report.
- Emails welcome packet to new board members.
- Documents history of ICFC board.
- Archives all minutes, correspondence and other significant communications Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
- Attends all Executive Committee and Board of Directors Meetings, monthly calls, and
- Chapter Represents ICFC in the coaching community.
- Maintains a current active ICF membership.



Executive Committee Members – (President, President-Elect, Secretary, Treasurer, Past President)

- Facilitate decision making in between Board meetings, or in the case of a crisis or other urgent circumstances, with ratification of the Board of Directors.
- Research, analyses and recommends new projects or initiatives, within ICFC's mission and vision, for Board approval.
- Act as the Personnel Committee.
- Act as liaison with assigned ICFC committee chairmen and associated committees.
- Provide a written monthly report for the Consent Agenda.

Director - Marketing

- Chairs monthly Marketing meetings, recruit members to serve on the committee.
- Works closely with Programs, Special Events, Membership and the Member At-Large to coordinate all internal and external marketing and public relations activities of ICFC, including the newsletter, press releases to local outlets and all available social media to support monthly ICFC programs, workshops, special events and elections.
- Oversees and provide direction to the Virtual Assistant.
- Submits monthly personnel report for Virtual Assistant to the Executive Committee.
- Identifies the audience and the uses of the different social media networking sites to ensure consistency of message.
- Provides a written monthly report for the Consent Agenda.
- Completes other assignments as requested by the President or the Executive Committee.
- Attends all board meetings, monthly calls and Chapter meetings.
- Represents ICFC in the coaching community.
- Maintains a current active ICF membership.

Director - Programs

- Chairs all Program committee meetings and works to recruit members to serve on the program committee.
- Develops a selection of regular monthly programs that provide ongoing professional growth, networking, and an open exchange of ideas and skills based on the needs of the members for board approval.
- Provides agendas/receipts, handouts and evaluation forms for all program activities.
- Provides any program information for the Newsletter, email blasts, website, social media, etc.
- Prepares and gives introduction for each speaker.
- Reviews final preparations for meetings to assure that programs run smoothly.
- Reviews program evaluations for feedback to be used in planning future events. Provide a summary of the program evaluations to the board with each Consent Agenda.
- Provides a written monthly report for the Consent Agenda, including monthly program attendance, core competency calls, coach cafes, holiday party and other chapter programs.
- Completes other assignments as requested by the President or the Executive Committee.
- Participates in the development of short-term and long-term strategic planning for the ICFC.
- Attends all board meetings, monthly calls and Chapter meetings.
- Represents ICFC in the coaching community.
- Maintains a current active ICF membership.