

# CHAPTER OFFICER POSITION DESCRIPTIONS

## Chairperson of the Board

### BASIC ROLE

This person is primarily the "guidance counselor" of your chapter. He/she has been through the ladder of success and although this person's position is usually thought of as the "I'm done as President, I don't have to do anything" position, it's usually not the case.

This is the "mentor" position which is designed to give a lot of support to the chapter president. As the chairman of the board, you're there to help the president succeed in his/her position. You're there to provide "templates" of how things are done without interfering with the president's style of leadership.

### Specific Responsibilities:

- Attend your chapter board meetings as well as general membership meetings.
- Provide input to the chapter board based upon your experience as a chapter president.
- Assist in guiding and monitoring your chapter's various committees.
- Assist in areas that need your expertise (i.e. community projects, seminars, social events).
- Help welcome your chapter's new members.
- As part of your chapter's member retention, help with phone calls to your chapter's existing members, asking them how things are going and offer to help them in some way.