



## Chapter President Position Description

**Overview:** Chapter Officers provide general oversight and strategic leadership of their chapter. Chapter Officers coach and mentor chapter members and work closely with the Region Officers and international committee chairs, to ensure that the goals of the association and the needs of the chapter members are met, along with providing communication to the Region Officers from the local chapter. They also partner with headquarters staff on regular activities and special projects as needed; as well as advance the objectives for chapters as defined in the Association's Articles of Incorporation.

**Role:** The Chapter President serves as the chief elected officer of the Chapter, presiding at all meetings of the general membership and of the Executive Board while providing leadership and judgment to get the best performance from all officers and committees. The President will work with fellow officers and committees to set the plans for the year's activities including educational programs, membership growth, publicity, finances, social and other activities, along with organizing the chapter's efforts by implementing the goals and delegating the duties required by the Bylaws and the year's plans. One of your major jobs as president is to motivate as many good people as possible to share the work of the chapter by stimulating wide participation among the members in staffing committees and other appointive positions. The President represents the chapter as a member of their Region Forum, and reports back to the chapter on regional activities.

**Qualifications:** A Chapter President must be a member in good standing of the IRWA, a chapter or chapters of the Association (current membership paid in full). Ideally, a Chapter President has served in all the Chapter Officer roles, Secretary, Treasurer and Vice President, prior to becoming the Chapter President. If you haven't already, become familiar with the IRWA by-laws and your chapter by-laws. After this review, it is recommended that a ad-hoc committee be formed that consists of one chapter officer, one committee chair and one regular member to review for consistency with the international by-laws and make recommendations for changes that are presented to the chapter membership.

**Competencies:** The Chapter President should demonstrate the following core competencies:

- **External Awareness:** Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.
- **Entrepreneurship:** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.