



# CMSA Board of Directors Positions - Chapters

## **PRESIDENT**

**Requirements:** Previously elected and served a term as President-Elect. Serves a two-year term of office, followed by a one-year term as Immediate Past-President (**recommended**)

**Reports to:** The Board of Directors

**Basic role:** The President is the Chief Elected officer of the CMSA Chapter. Exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership. Influence the establishment of goals and objectives for the organization during the term of office. As Chair of the Board of Directors and Executive Committee and Chief Elected Officer, accepts responsibility for the success or failure of the CMSA Chapter. As a partner with the members of the Board of Directors, optimizes the relationship between the Board and the management of the CMSA. As a partner with the Executive Director, helps him/her to achieve the mission of the CMSA.

### **Additional requirements:**

- Is a CMSA member in good standing
- Previously served as President-Elect (Recommended)
- Has been a CMSA member for the past 3 consecutive years (Recommended)

### **President must:**

Attend all face-to-face Board Meetings, Be present at a minimum of 80% of Board conference calls, and, Participate in at least 80% of online voting topics.

### **Responsibilities:**

- Sets the agenda and Chairs the meetings of the Board of Directors. Sees that the Board functions effectively, interacts with management optimally, and fulfills all of its duties.
- Onboard the President-Elect.
- Assures the chapter remains compliant to CMSA's Chapter Affiliate Agreement

- As described in the Bylaws of the CMSA, appoints members and designates the chairs of all Committees as needed . Recommends committee chairs with an eye to future succession.
- Stimulates Board members to each one to give his/her best.
- Is an advocate for CMSA.
- Fulfills such other assignments as the President, the Board of Directors and the Executive Director agree are appropriate and desirable for the President to perform.
- Communicates as often as necessary with CMSA's management company for a briefing of activities.
- Prepares, attends and effectively conducts scheduled Board of Directors and Executive Committee Meetings.
- Meets and collaborates with other affiliate and professional organizations to develop coalitions, partnerships, and alliances.
- Maintains a comprehensive understanding of all case management practice settings and the impact different practice settings have on one another, so that harmony will be a focal point of CMSA's growth.
- Assures fiscal soundness of planning and operations for the chapter