Great Lakes
Chapter Director
Preparation

Chapter Director
Office Duties and Responsibilities
July 1- Take Office!

Your job starts on July, 1. CSI’s fiscal year runs July 1 to June 30th.
What is a Director?

- **director**
  (diˈrekˈtər)  
  *Noun*

  a member of the board of people that manages or oversees the affairs of a business or an association.
Director Selections

How are directors chosen?

SIGN UP

Great Lakes Chapter Director Training
Director Hierarchy

• How many Directors does your Chapter have?
• What is the rotation and timeline?
  – Typically Staggered
• What is expected of a Chapter Director?
Responsibilities

- Governing member of the Chapter
- Uphold the By-Laws
- Execute the Mission of the Chapter
Responsibilities

• Attend the monthly Board meetings

• Liaise to a chapter committee of interest or concern
  – Report progress to the board

Trade Show, Budget, Golf Outing, Audit, Programs, Membership…

Great Lakes Chapter Director Training
Director-

- By-Laws
- Operating Guide
- Strategic Plans
- Surveys
- Officer Data Bases
- Chapter Communication Platform
Foundation Stones

Traditional Events
• Chapter Meetings
• Golf Outing
• Trade Show
• Specifier

• *Be present often*
Keystone Events

- “Day at the Races”
- “Procrastination Day”
- Member Orientation
- Scholarships
- Elections
Reading List Reminder:

By-Laws
Chapter Administration/OperatingGuide
Budget overview & review
Chapter Strategic Plan
Historical Minutes from the last year

Happy Reading!
THANK YOU

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