

Great Lakes Chapter Director Preparation

**Chapter Director
Office Duties and
Responsibilities**



*Building Knowledge
Improving Project Delivery*

July 1- Take Office!



**Your job starts on July, 1.
CSI's fiscal year runs July
1 to June 30th.**



What is a Director?



- di·rec·tor

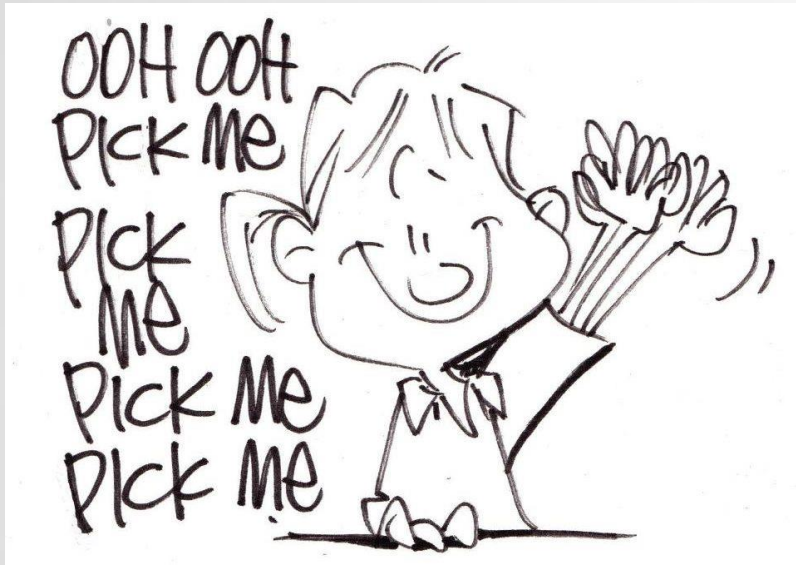
(di'rektər)

Noun

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



Director Selections



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

A Director Looks like this



All Shapes and sizes

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,

COMMITTEE



Audit, Programs, Membership...

Director-

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

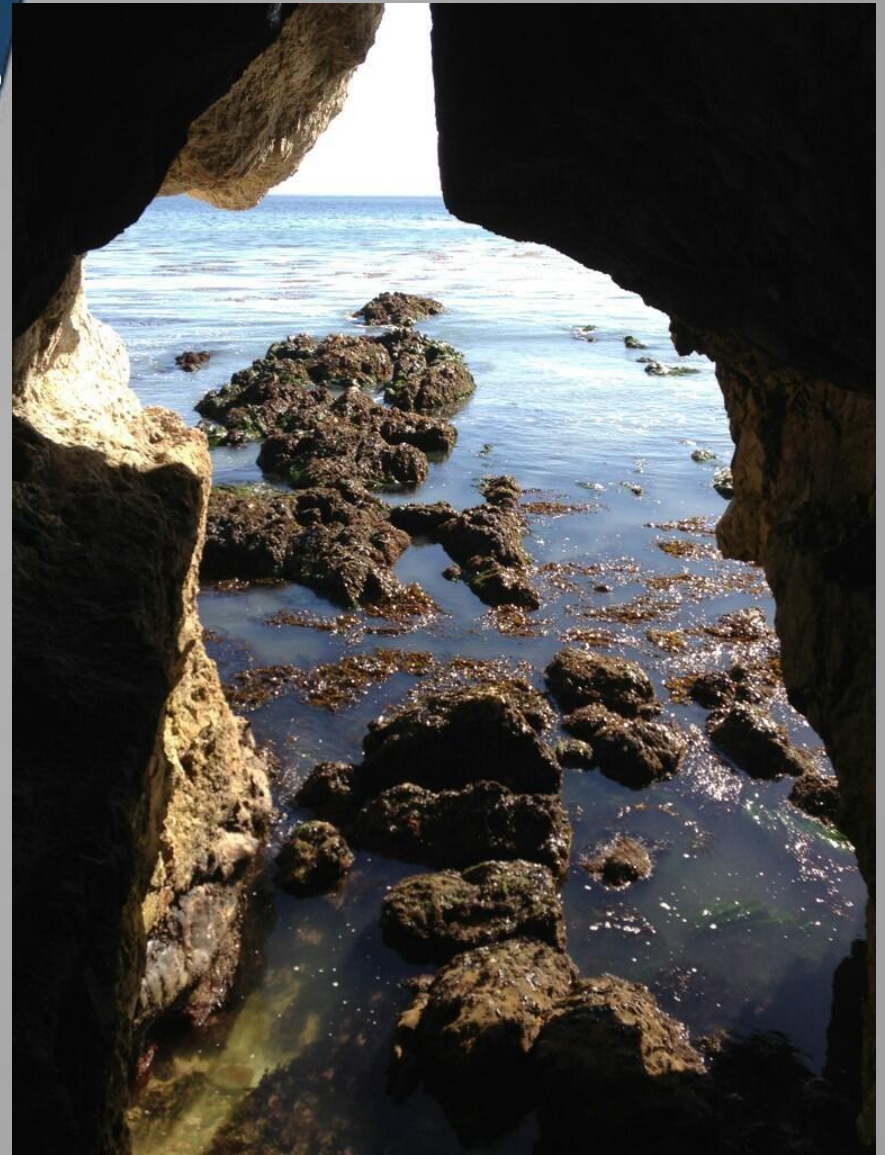


Foundation Stones

Traditional Events

- Chapter Meetings
- Golf Outing
- Trade Show
- Newsletter

- *Be present often*



Keystone Events

- “Day at the Races”
- “Procrastination Day”
- Member Orientation
- Scholarships
- Elections

Director involvement can be anything from just attending to stewarding a keystone event for the chapter.



Reading List Reminder:

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

Happy Reading!



THANK YOU

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