

CCICC Chapter Board of Directors

Position Descriptions

Executive Board Members

General responsibilities of the (7) seven Executive Board (e-board) members in service to the Chapter:

- Goal Setting - Set the annual mission, vision, and goals
- Plan annual activities and the educational event (ICC Chapter Benefit)
- Promote membership
- Promote member involvement in activities and events
- Coordinate activities with the Chapter Liaison and BIT Director
- Attend Chapter meetings and events
- Spread the word and promote the Chapter

President

General Responsibilities

- Preside over chapter meetings
- Coordinate monthly e-board meetings
- Participate in Region II meetings (via call)
- Represent the Chapter at events, and speaking engagements, or appoint a designee. Examples may include:
 - Dallas Summerfest Parade
 - High School CTE Presentation
 - ICC Leadership Academy
 - Dallas Community Awards Banquet
 - Chemeketa leadership/club meetings
 - Chemeketa BIT Advisory Board, quarterly meetings
 - New student summer orientation
- Create and appoint short-term workgroups and committees to accomplish specific tasks

Vice President

General Responsibilities

- Assist the President in presiding over meetings when President is absent
- Assist the Secretary/Treasurer with record keeping
- Organize and coordinate the annual Chapter educational event with OBOA leadership
- Attend monthly e-board meetings

Secretary/Treasurer

General Responsibilities

- Keep record of Chapter financials and report to members and Chemeketa staff
- Coordinate monetary deposits from fundraisers with Chemeketa staff
- Distribute monthly news from ICC to members (from Kraig Stevenson)
- Take Chapter monthly meeting notes, distribute to members
- Attend monthly e-board meetings
- Provide or coordinate social media updates with the college staff

Director At-Large (x3)

General Responsibilities

- Provide active support to the executive directors
- Actively participate in activities and promote the Chapter
- Attend monthly e-board meetings
- Serve as Chair of workgroups or committees as appointed by the President

Immediate Past President (2nd year student)

General Responsibilities

- Assist the President with historical perspective
- Attend monthly e-board meetings

Chapter Faculty Advisor (non-student)

This position serves by appointment of the Bit Director, Glen Miller. General Responsibilities include:

- Monitor the health of the Chapter
- Facilitate the arrangement of monthly guest speakers with the President
- Attend e-board meetings
- Facilitate annual leadership nominations and elections
- Promote the Chapter
- Files the annual ICC Chapter Report online