

Case Management Society of New England
74 Buckboard Rd., Duxbury, MA 02332
Tel.: 603-329-7481
Email: CMSNE@CMSNE.org Website: www.CMSNE.org

POSTION: President

POSTION OVERVIEW: The office of President is an appointed position that is designated from the President Elect position. The President provides leadership, direction and coordination of all aspects related to the successful operations of the Chapter.

ROLE & RESPONSIBILITIES:

- Presides over regular Chapter business meetings.
- Assumes responsibility for all functions and communications associated with the Chapter, assuring adherence to the Bylaws and Policies and Procedures.
- Reviews current Chapter Policies and Procedures to keep them updated and current.
- Determines when new Policies and Procedures are required.
- Renders final approval and signs off on all new and amended Policies and Procedures.
- Serves as Chair of the Board of Directors, presiding over the Board of Directors meeting
- Reports on Board of Directors actions back to Chapter members.
- Is a voting member of the Board of Directors.
- Provides leadership and guidance to the members of the Board of Directors, Committee Chairs, Executive Director and the general membership regarding their respective activities and responsibilities.
- Reviews and addresses need for various committees.
- Provides standing and ad hoc committees with directives and ongoing advisory support.
- As designated by CMSNE Nominating bylaw, Article X, Section 2 appoints, with approval and input from the Board of Directors, a Nominating Committee.
- Appoints Committee Chairs to all Chapter committees based on board liaison recommendations and Board of Directors approval or in the absence of recommendations or if Board of Directors is deadlocked
- Responds to questions and inquiries from the general membership and prospective members.
- Is an active participant of the CMSA President's Council.
- Serves as a liaison and resource between the CMSA office and general membership regarding the timely communication of information.
- Delegates approval authority to committees, for mailings distributed to the general membership. Including but not limited to materials related to Educational Programming and Conference Planning, Recruitment Activities (including Membership, Corporate Sponsorship and Nominating), Newsletters and Public Relations correspondence.
- Reviews and updates Consultant contracts/agreements on an annual basis or when due and brings all information to the Board of Directors for final decision. In this capacity also serves as the Consultant's supervisor providing periodic review and/or evaluation of the services rendered to assure that services are in keeping with requested activities.
- Performs annual performance review of CMSNE Executive Director, as well as ensures that appropriate revisions have been completed to Executive Director's job description.
- Performs other duties as directed by the Board of Directors.
- If unable to perform the duties of the office, The President will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.

BENEFITS OF ELECTED OFFICE:

- Ensures representation of the Chapter at the CMSA Board meetings by attending a CMSA sponsored National Conference. (as defined in Policy # 2-94)
- Complimentary registration to Annual Conference. The chapter will cover overnight accommodations for the 2 nights of the annual conference based on double occupancy; President may opt for a single room by assuming 50% of the room expense.
Complimentary registration to Building Strategies Conference
- Invitation to Board of Directors retreats, as sponsored/offered by CMSNE
- Based on program attendance and/or demand for Board of Directors presence, complimentary registration may be extended for programs sponsored by the Chapter and/or Chapter Extensions. The Board of Directors member agrees to actively greet participants, networks with participants and program sponsors, participates in registration activities and/or facilitates table discussions or other program components as assigned.

- Increased networking opportunities with Corporate and program sponsors and peers
- Development of communication, leadership and public relations skills

Please note: All benefits apply equally to Extension co-chairpersons. Complimentary registrations for programs sponsored by the Chapter or another Extension are subject to review and approval based on demand and attendance limitations as stated above. This may result in a pro-rated benefit.

Example: An Extension-sponsored program projects a low anticipated turnout for a program. This results in higher than normal risk for suffering a monetary loss in order to cover meeting expenses. Two Chairpersons from the same Extension (not the host Extension) request complimentary registration to attend the program. The host Extension Chair(s), in conjunction with the President, decides if one, both or neither of the requesting Extension Chairs are allowed complimentary registration.

For programs sponsored by the Chapter, decisions regarding complimentary registration are made by the President and Program Chairperson.