



## **PRESIDENT ROLE & RESPONSIBILITIES**

### ***Overview:***

By acting as the Chief Operating officer, the Roundtable President is responsible for assuring that the local body functions within CSCMP's Roundtable Policies for the primary benefit of sustaining CSCMP Member value. The Roundtable President is the thought leader of a cross-functional organization who validates leadership through the inspiration and empowerment of fellow board members by governing vs. micromanagement. This leadership role is responsible to view all initiatives with a two to three-year horizon.

Operational excellence is achieved via effective monthly board meetings. The Roundtable President influences positive direction by ensuring that goals and objectives are met through Board member participation in fulfilling individual responsibilities and KPI's. Leadership is leveraged to the Roundtable Board of Directors by appealing to all constituencies through clear direction, guidance, and oversight to all operating committees. As the acting COO, the President will conduct an annual Performance Review of all Roundtable officers to ensure that all required operating reports are completed and submitted according to expectations. The President is an active promoter of the value of CSCMP membership in addition to member engagement activities with local organizations and the community at large.

### ***Supported By:***

CSCMP Roundtable Chair  
CSCMP Roundtable Strategic Advisory Committee  
CSCMP Regional Advisor  
CSCMP Director, Member Services & Roundtables  
CSCMP Roundtable Coordinator  
CSCMP Roundtable Service Center

### ***Responsibilities:***

- Be a Thought Leader
- Effect Change and guide to the future
- Inspire and empower while appealing to all constituencies
- Accountable for the Board's alignment and direction under CSCMP Roundtable Policies, ensuring the Roundtable focuses on the Mission of CSCMP.
- Has complete oversight of the Roundtable and the entirety of its operations.
- Ensures the Roundtable Board maintains five (5) active Officers and continuously recruits new members into volunteer roles.
- Files Annual Audit of Treasury on or before July, 31.
- Files quarterly financial reports (1/15; 4/15; 7/15; 10/15).
- Ensures Roundtable membership exceeds the minimum (20) required to maintain

- approved Roundtable status.
- Selects the Nominating Committee Chair (every other year starting July 1, 2015) and submits name to the RTSC on or before January 1.
  - Ensures all Board members maintain current CSCMP membership status during tenure.
  - Ensures all Roundtable events are managed through CSCMP's event management system (Drupal) and that no registrations nor database is maintained outside of CSCMP's database.
  - Assures that joint events are submitted to the RTSC for approval before committing the Roundtable to the event.
  - Protects and utilizes the CSCMP Brand and approved logos.
  - Responsible for ensuring that the Vice president of Programs and the programs committee delivers six (6) educational events to the Roundtable audience during each program year.
  - Oversees and ensures that all events are correctly categorized (standard/non-standard) and are priced within the Roundtable Policy Pricing Guidelines.
  - Ensures that the Nominating Committee Chair submits the Slate of Roundtable officers/Board candidates on or before March 1.
  - Ensures that elections are held (every other year beginning July 1, 2015) on or before March 30.
  - Ensures that the Secretary submits the Election of Roundtable Board results (every other year beginning July 1, 2015) on or before April 1.
  - Ensures the Vice President of Programs submits the Schedule of Activities on or before August 15.
  - Conduct annual Performance Review of fellow Roundtable Board.

***Requirements:***

Must be a CSCMP member in good standing

Must be willing to attend CSCMP events including the CSCMP Roundtable Leadership Forum, Quarterly Town Hall Meetings and Annual Global Conference

Must be willing to serve a two-year term beginning July 1, 2015