



*“PROFESSIONAL COACHES GROWING AND SERVING
THROUGH CONNECTION, COLLABORATION AND COMMUNITY”*

Chapter Officers and Board of Directors Responsibilities and Qualifications

Contents

President.....	4
President Elect	5
Past President	6
Treasurer	7
Secretary	8
Director of Membership.....	9
Director of Programming and Events	10
Director of Public Relations.....	11
Member at Large.....	12

All members of the Board of Directors (“Board Member”) must be members in good standing with both the International Coaching Federation (“ICF”) and the ICF Edmonton Charter Chapter (“ECC” or “Chapter”). All Board Members shall be familiar with the ICF and ECC bylaws, policies, procedures and duties of officers and directors. All Board Members must abide by the Code of Ethics and Standards of Ethical Conduct of the International Coach Federation.

In support of the Chapter’s mission “to operate a thriving, credible, influential chartered chapter of ICF and be a leading voice/source of professional coaching in Edmonton”, the responsibilities of all Board Members, in general, are to uphold the strategic direction of the Chapter as described below and support any and all goals developed from its strategy:

- The Edmonton Charter Chapter of ICF Global is a financially strong and well-run not-for-profit society created under the provisions of the Societies Act of Alberta.

- The ECC is recognized as the leading source of professional coaching in the Edmonton Capital Region and the voice of credentialing information and resources for ICF Global.
- ECC members are actively engaged and supported and will find consistent value and benefit in chapter membership.
- ECC will offer timely, relevant events that meet the needs of current members and attract new members to the Chapter.

It is the responsibility of all Board Members to carry out the duties of their volunteer role on the Board of Directors as outlined in the role descriptions following. Board roles may be modified or changed at the direction of the Board in office. A portion of the duties and responsibilities may be covered by the Chapter's Virtual Assistant or by other Board members from time to time and where agreed to and appropriate.

President

The President shall have the overall responsibility for leadership, ensuring that strategies, goals and assignments are carried out and that, as a chartered chapter, ECC fulfils its obligations to ICF.

Responsibilities

- Leads the strategic direction of the Chapter
- Is the “face” of the Chapter and ICF in Edmonton to the business community, the Western Region Advisory Council (WRAC), and other ICF Chapters, as required
- Promotes ICF and ECC to business community
- Develops and manages Board succession plan
- Works with Board Members and Treasurer to develop annual budget
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter meetings/events
- Plans agenda and leads monthly Board meeting
- Prepares for and attends Board planning sessions each year (i.e., ICF Global Forum)
- Participates in ICF and WRAC meetings/conference calls
- Represents the needs and interests of ECC in the community

Qualifications

- Strategic thinking and planning skills
- Previous experience as a member of the ICF ECC Board
- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

Time Commitment (15-20 voluntary hours per month)

President Elect

The President Elect shall be familiar with the duties and responsibilities of the President and work closely with the President to ensure acquisition of skills and knowledge to facilitate a seamless smooth transition to role of President the following year.

Responsibilities

- Supports Chapter President in directing the affairs of ECC
- Promotes ICF and ECC to business community
- Assists President to develop and manage a succession plan
- Builds and maintains relationships with ICF, WRAC & other chapters, as required
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter meetings/events
- Participates in monthly Board meetings (chairs in absence of President)
- Participates in Board planning sessions each year
- Attends the Annual General Meeting of ECC
- Represents the needs and interests of the ECC in the community

Qualifications

- Strategic thinking and planning skills
- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

Time Commitment (10-12 voluntary hours per month)

Past President

The Past President shall work closely with the President, Officers and Directors in general as mentor and counsel on Chapter activities.

Responsibilities

- Supports President and Vice President
- Promotes ICF and ECC to business community
- Supports the development and implementation of a succession plan
- Leads or chairs the Board's nomination/election process or committee
- Chairs (special) committees for Chapter as required
- Orients new Board Members to their roles and responsibilities
- May hold a regular portfolio in addition to Past President role (i.e. WRAC participation, specific area of expertise or interest, etc.)
- Along with Membership Director, reaches out to new members to help integrate them into the Chapter
- Attends most Chapter monthly member meetings/events
- Participates in monthly Board meetings
- Attend the Annual General Meeting of ECC
- Represents the needs and interests of ECC in the community

Qualifications

- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

Time Commitment (10-12 voluntary hours per month)

Treasurer

The Treasurer shall be responsible for all official financial and required government transactions and forms, on behalf of ECC.

Responsibilities

- Prepares the annual budget for presentation to the Board
- Reviews all program proposals, Chapter initiatives and event plans to ensure the short- and long-term financial implications are identified and makes recommendations to the Board
- Oversees the maintenance of all Chapter financial records and banking practices
- Provides ICF with the annual ECC financial activity report and the filing of the annual financial reports with Canada Revenue Agency
- Supplies appropriate budget reports to the Board; reports financial status to the membership
- Reviews and approves all expenditures and financial commitments made on behalf of the Chapter's events, programs and ongoing activities
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter meetings/events
- Participates in monthly Board meetings
- Attends the Annual General Meeting of ECC
- Represents the needs and interests of ECC in the community
- Promotes ICF and ECC to business community

Qualifications

- Strong financial expertise
- Fiscal responsibility
- Excellent organizational & time management skills
- Presentation skills
- Communication skills
- Experience with business accounting software an asset

Time Commitment (10-12 voluntary hours per month)

Secretary

The Secretary shall maintain all administrative records on behalf of ECC and ensure their accuracy and accessibility to Board Members, as required or requested.

Responsibilities

- Takes Board meeting minutes, distributes to Board Members within one week of meeting, revises as necessary and maintains final minutes on file
- Manages Chapter materials (binders, documents, templates, etc.)
- Updates By-laws (annually to reflect ECC Board decisions & ICF mandated changes)
- Distributes annual AGM announcement, By-law changes With Past President, coordinates/develops orientation program & materials for new Board Members
- Develops/maintains Chapter manual
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter member meetings/events
- Participates in monthly Board meetings
- Attends the Annual General Meeting of ECC
- Represents the needs and interests of the ECC in the community
- Promotes ICF and ECC to business community

Qualifications

- Exceptional written and oral communication skills
- Proven organizational ability
- Ability to distribute communications using current technology
- Detail-oriented
- Experience completing meeting minutes
- Excellent organizational & time management skills
- Excellent written communication skills

Time Commitment (10-12 voluntary hours per month)

Director of Membership

The Director of Membership shall be responsible for the overall recruitment, retention and maintenance of relationships with Chapter members.

Responsibilities

- Ensures new members are welcomed (e.g. new member orientation)
- Ensures a welcoming atmosphere for new and existing members at Chapter meetings & events
- Oversees retention and recruitment initiatives
- Manages membership inquiries
- Liaises with ICF for membership needs and management
- Ensures Membership Database is accurate and up-to-date
- Provides Board Members with membership information/lists as required
- Coordinates with the Treasurer to reconcile membership receipts
- Leads annual review of Chapter membership inquiries into membership expiry and member status with ICF
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter member meetings/events
- Participates in monthly Board meeting
- Attends the Annual General Meeting of ECC
- Represents the needs and interests of the ECC in the community
- Promotes ICF and ECC to business community

Qualifications

- Excellent written and oral communication skills
- Strong interpersonal and relationship building skills
- Excellent organizational skills
- Ability to access and maintain membership database using current technology
- Detail-oriented
- Excellent networking skills to ensure members feel welcomed at events

Time Commitment (10-12 voluntary hours per month)

Director of Programming and Events

The Director of Programs & Events shall ensure ongoing program geared to the development of member coaches and topics deemed to be in the interests of Chapter members generally. Leads development of special events related to building awareness of coaching and ECC.

Responsibilities

- Oversee all programming for Chapter on topics that satisfy ICF guidelines related to developing coach CCEUs
- Oversee all special event programming for Chapter
- Establishes and updates annual programming plan/timeline for special events
- Manages Chapter public relations efforts (announcements or media releases to raise profile in the community)
- Together with Director of Membership, sources & purchases Chapter “swag” and marketing materials
- Collaborates with Board to ensure the success of all programs organized by the Chapter
- Collaborates on a consistent basis with WRAC as a means of understanding best practices and sharing programming resources
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter member meetings/events
- Participates in monthly Board meetings
- Attends the Annual General Meeting of ECC
- Represents the needs and interests of the ECC in the community
- Promotes ICF and ECC to business community

Qualifications

- Exceptional presentation and written/oral communication skills
- Creative approach to programming and sourcing presenters
- Ability to professionally represent ECC to local business entities and speakers/facilitators
- Strong organizational & time management skills
- Fiscal responsibility
- Excellent networking skills

Time Commitment (10-12 voluntary hours per month)

Director of Public Relations

The Director of Public Relations shall be responsible for developing both external and internal relationship and communication plans and content for Board approval, facilitating a positive image and brand for the ICF ECC and coaching in general. The Director of Public Relations works in close liaison with both the Director of Programming & Engagement and Director of Membership.

Responsibilities

- Manages Chapter public relations efforts (newsletters, announcements or media releases to raise profile in the community)
- Manages Chapter membership relations efforts (all social media and website content to provide information and engage chapter members)
- Takes lead in development of overall communications strategy
- Solicits and/or respond to appropriate advertising for ICF ECC website with Board approval
- Solicits and/or recommend appropriate Board member response to media inquiries related to the chapter or the profession of coaching.
- Collaborates with WRAC as a means of understanding best practices and sharing resources
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter Monthly member meetings/events
- Attends monthly Board meeting
- Attends the Annual General Meeting of ICF ECC

Qualifications

- Exceptional written & oral communication skills
- Creative and energetic approach to communications and sourcing sponsorships
- Ability to represent ICF ECC to local media, business entities and membership
- Excellent organizational & time management skills
- Presentation skills
- Communication skills
- Fiscal responsibility
- Excellent networking skills

Time Commitment (10-12 voluntary hours per month)

Member at Large

The Member at Large shall work closely with the President, Officers and Directors in general, identifying and sharing trends, issues and news with the Board. This includes, but is not limited to, emerging best practices and opportunities to advance the practice and field of professional coaching.

Responsibilities

- Assists all Board members, leading special projects and other duties as assigned by the President
- Represents the needs and interests of the Edmonton Charter Chapter in the community
- Chairs or leads other (special) committees for Chapter as required
- Assists in supporting new Board members and orientation
- Reaches out to new members to help integrate them into the Chapter
- Attends most Chapter monthly member meetings/events
- Attends monthly Board meeting
- Attends the Annual General Meeting of ICF Edmonton

Qualifications

- Must have varied elected Board experiences and actively serving the Chapter
- Leadership skills
- Team-building ability
- Fiscal responsibility
- Communication & networking skills
- Presentation skills
- Excellent organizational & time management skills

Time Commitment (10-12 voluntary hours per month)