

National Association (NA)/ Chapter Model Role Profile: NA/Chapter President

CISV educates and inspires action for a more just and peaceful world.

Summary of CISV Statement of Educational Purpose

This document is one of a series of model role profiles intended to assist NAs and Chapters in structuring the work of their Boards and key official positions. Each NA/Chapter operates somewhat differently and may assign responsibilities in different ways. These model role profiles give you suggestions and a checklist to help you make sure that certain basic areas are covered. They can also help you with recruitment and training of new officials. They can be found in section U of the Info File and can be seen in relation to the corresponding International Committees whose Terms of Reference are in section O.

Role	NA/Chapter Chair or President		
Purpose (how it helps CISV)	To uphold CISV's vision, mission and values and ensures that they are reflected in the day-to-day management and operations of the organization <i>*some elements can be delegated to other Board Members, or to an Executive Committee of the Board</i>		
Responsibilities	Knowledge/ Skills required	Main resource docs	Comments
Serve as leader of the NA/Chapter Board (and Executive, if one exists) and ensure it meets regularly and effectively	Knowledge of CISV goals, structure and programmes		It is recommended that the Board appoint the President and at least two other Board members to serve as an Executive
Propose Agenda for, call and chair meetings of the Board			
May need to take actions and make decisions on behalf of the Board, that are judged to be in the best interest of the organization, when it is not possible to convene the Board	Knowledge of CISV education principles and content	Info File, esp section C, Chapter Dev Guide (once published), AIM/MWM Minutes Info File, Guides Trustee Role Profile	Consult with International Organizational Development Committee and International Executive as needed
Understand organizational structure and what it means for the NA to be a member of CISV International	Organizational Skills Experience in volunteer management is helpful		
Be aware of and ensure compliance with the rules of CISV International	Professional skills within the Executive team (e.g.		
Ensure that the NA appoints someone to represent the NA on the CISV International Board and that the representative is fully involved in and knowledgeable re NA operations			

Be aware of and ensure compliance with the national and local laws and rules of your country that relate to CISV	law, finance, education, management) are an asset		Consult with experts as needed
Review the NA/Chapter policy and structure and propose any changes needed to support the achievement of CISV's educational purpose and priorities			
Ensure that Board members and other people with organizational responsibility are recruited as needed			
Ensure that all Board members and other people with organizational responsibility receive appropriate training		Chap Dev Guide (when published)	
Review, develop and propose long-term strategic plans for the consideration of the Board			
Review, develop and propose operational plans in line with the approved strategic plans		AIM/MWM minutes	Consider Int'l plans
Oversee financial policy and performance, including approval of budget and annual accounts. Monitor budget.			In consultation with Treasurer
Oversee the risk management policies of the NA/Chapter (with knowledge of CISV International/NA policies) and act on issues as needed			In consultation with Risk Manager
Manage crises and other emergencies arising from and/or affecting the programmes and operations			
Receive, consider and act on complaints regarding CISV			
Coordinate and monitor the work of any Committees and/or Staff in line with approved plans. Evaluate effectiveness			
Protect the reputation of the organization			
Represent the organization as needed with other organizations and media and serve as ambassadors of the organization.		PR Guide	

RELATED DOCUMENTS

It will be helpful to view this document together with:

- The Terms of Reference of International Executive Committee (Info File O-03)
- The Terms of Reference of International Board (Info File O-01)
- CISV's Working Principles for Good Governance (Info File O-07)
- National Association (NA)/ Chapter Model Role Profiles: NA/Chapter President (Info File U-03); NA Secretary (Info File U-09); NA/Chapter Training Coordinator (Info File U-10); NA/Chapter PR and Fundraising Coordinator (Info File U-11); NA/Chapter IT Coordinator (Info File U-12); NA/Chapter Treasurer (Info File U-13); NA/Chapter Risk Manager (Info File U-14); NA/Chapter Junior Branch Coordinator (Info File U-15); NA/Chapter Programme Coordinator (Info File U-20).