



*Providing Resources & Creating Community  
to Support and Advance Professional Coaches*

**Position:** President

**Revision Date:** 6/30/2021

**Approximate Time Each Month:** 3 – 5 hours.

**Position Overview:** The President shall:

- Preside at all meetings of the Board of Directors and of the Chapter; and
- Sign any instruments or documents that may lawfully be executed on behalf of the Board of Directors.

**Desired Attributes:**

- Be a member in good standing of ICF New Mexico and ICF Global.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

**Position Description:**

- Provide leadership and direction to the chapter by overseeing all chapter activities; maintaining momentum; and sustaining energy of Board, Leadership Team (LT: comprised of the Board, Committee Chairs and Committee Members), and other volunteers.
- Uphold chapter leadership norms and ensure compliance with chapter bylaws.
- Plan and preside over strategic planning and review sessions of the Board/LT (twice a year, with Facilitator). Track and ensure the execution of strategy.
- Plan agendas and preside over regular monthly Board/LT meetings (with Facilitator).
- Communicate regularly and fully with Board and LT members and chapter membership.
- Oversee and support work of standing Committees, ad hoc committees, task forces and VA.
- Lead the process for succession planning for Board Officers and members of the LT to include recruiting and onboarding.
- Collaborate with President-elect to ensure successful leadership transition.
- Provide liaison with ICF Global staff and Board, Western Region Advisory Council, and other ICF entities.
- Represent chapter in various public venues, as required.



**Term:** One year