



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

Position: President

Revision Date: 10/15/2021

Approximate Time Each Month: 4 - 8 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). Track and ensure the execution of strategy.
- Plan agendas and preside over regular monthly Board/LT meetings.
- 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.



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Term: One year

Monthly Activities

- Communication to members (newsletter start of each quarter and monthly updates in between).
- Create agenda, including zoom link, for monthly board/LT meeting and distribute to board members, virtual assistant, and any guests who are attending.
- Facilitate monthly board/LT meeting.
- Attend Western Forum Call.
- Track progress against strategic goals.
- Assess effectiveness of Virtual Assistant and provide coaching/feedback as necessary.
- Check in with and as necessary support board members and committee chairs.
- Cultivate potential new leaders.

Annual Activities

January

- Plan and Facilitate Strategic Planning Session and Bylaw Review. Discuss what type of member survey to conduct and when.
- Create content and ensure website updated for: Home page, ICF New Mexico Overview, Leadership, ICF NM Newsletters
- Complete ICF Global Leadership Training and follow up with board members to make sure they complete it to. This is required online training and quite well done.

February

- Ensure Membership Committee has a member renewal drive plan and is implementing it.



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March

- Mobilize board members to ensure content for newsletter is submitted to VA by 3rd Friday of month.
- Conduct VA performance review.
- Attend Global Leadership Forum.

April

- Ensure website updated for: ICF NM Newsletters, ICF New Mexico Monthly Updates

May

- Ensure Treasurer is filing relevant tax forms as well as the Chapter Level Finance Report for ICF Global

June

- Represent the chapter at the Summer Social.
- Mobilize board members to ensure content for newsletter is submitted to VA by 3rd Friday of month.
- Start planning next Strategic Planning Session.

July

- Ensure website updated for: ICF NM Newsletters, ICF New Mexico Monthly Updates
- Conduct VA performance review.

August

- At end of month, gather financial, programming, and membership records so you can complete the Chapter Level Activity Report.

September

- Mobilize board members to ensure content for newsletter is submitted to VA by 3rd Friday of month. Include Call for Nominations in Chapter Level news.
- Ensure the Past President and Secretary put out a Call for Nominations email to the membership.



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October

- Ensure website updated for: ICF NM Newsletters, ICF New Mexico Monthly Updates
- Submit the Chapter Level Activity Report if not done so yet.
- Start training the President Elect.

November

- Ensure the Past President and Secretary put out an email calling for a vote for the incoming board.
- Support the Professional Development Committee in planning the Winter Social.
- Conduct VA performance review.
- During November board meeting get motion and approval to transition bank accounts to incoming President and Treasurer. You will need to provide this documentation to the bank.

December

- Represent the chapter at the Winter Social.
- Mobilize board members to ensure content for newsletter is submitted to VA by 3rd Friday of month.
- Plan meeting with Western Regional Manager to onboard new board members to their roles.
- Work with Treasurer to transition bank account signatures and ownership for credit card processing to new President and Treasurer.
- Work with VA to get access to relevant Google Docs for all board members and committee chairs.
- Ensure outgoing board members are training incoming board members and transferring knowledge and documentation.