

# ACMP MIDWEST

Association of Change Management Professionals

## ACMP Midwest Chapter Board of Directors Position Descriptions 2019

### The Role of the ACMP Midwest Chapter Board

The ACMP Midwest Chapter Board of Directors (the 'Board') is the local governing authority of the ACMP Midwest Chapter, a certified affiliate of the Association of Change Management Professionals ('ACMP Global'), and is responsible for directing, influencing, and monitoring the Chapter's business. The Board sets the tone for the Chapter and directs the organization's future by developing policy and strategic direction. *Governance* is the way in which the Board exercises its authority, control, and direction over the Chapter. The Board carries out its governance role by developing and monitoring policies, through which the Board defines the parameters within which the Chapter will carry out its work. Work is organized through portfolios and committees that are overseen/managed by Board Directors who focus on the interpretation and implementation of policies. The Board has ultimate responsibility for the Chapter's purpose, identity, continuity, and progress, and is accountable to the membership for the success of the chapter. For purposes of efficiency, the President oversees the day-to-day business of the Chapter.

### Leadership Structure and Characteristics

- Maintain a cabinet-type structure where all Board Directors actively contribute based on their respective experience and skills, and as applicable, operate as advocates for their portfolio
- Work from clearly communicated roles, responsibilities, and accountabilities
- Govern by uncomplicated processes and structure, ensure a nimble infrastructure
- Work towards less dependency on bureaucracy and policy and more use of trust
- Encourage a free flow of responsible communication amongst the Board and between the Board and ACMP Global representatives
- Maintain a strong and collaborative partnership with volunteers and committees
- Be respected and trusted by members; possess a reputation for proactive, inspirational and servant leadership
- Operate by, and adhere to the ACMP Global Code of Ethics

### Standards of Performance for Board Directors

The Board expects its Directors to carry out their duties in an ethical and professional manner, including proper use of authority. Meeting appropriate performance standards makes it possible to do the work of the Board in an efficient and effective way. Performance standards expected for the Board Directors include:

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- Committing fully to their Board role, making every attempt to fulfill the responsibilities of the role and demonstrating loyalty to the Chapter and its membership, as well as ACMP Global
- Dealing with the public, members, volunteers, and each other in a fair, ethical, and straight-forward manner
- Fostering collegial, positive working relationships among the Board, committee chairs, volunteers, and partners
- Being prepared for, and actively participating in meetings or taking steps to enable momentum in absence
- Maintaining confidentiality of Board business
- Developing appropriate records as required by each Board role
- Completing an efficient and effective transition to role successors.
- Serving as an ambassador for the Chapter, maintaining a positive perception of the Chapter in dealings with the public whether in-person or on-line
- Understanding of Chapter Policies and By-laws and demonstrating behaviors in alignment with their intent

### **Board Commitment**

Board positions typically require a minimum commitment of five (5) hours per week which includes Board meetings held in locations within the Midwest Area or virtually through a conference calling facility. In addition, the Board meets twice annually for a half day strategic planning workshop requiring full Board participation.

Board Directors also attend regular member meetings (one being designated the Annual General Meeting) and other occasional events as required for presentations, public relations, etc. Time estimates do not include any necessary prep time required for the noted meetings and are subject to change at the discretion of the Board.

Board positions require a 2-year commitment aligning with the fiscal calendar May 31 to June 1.

## ACMP Midwest Chapter Board Roles

### Director of Chapter Development

Abstract: This role provides leadership in Chapter Development, in accordance with the needs and goals of the Chapter and in fulfillment of its mission. The main responsibility of the Director of Chapter Development is to develop and manage strategic relationships with sponsors, membership corporations and peer associations across all three states (WI, IL, IN) interested in furthering the purpose and outcomes of the chapter. This role is the primary driver to ensure the Chapter achieves revenue targets to appropriately fund the Chapter.

#### General Responsibilities

- Lead and manage the Chapter Development portfolio, which includes both sponsors who provide funding to our Chapter and membership and peer associations with whom we partner.
- Contribute to Board strategic planning/execution by providing an annual Chapter Development Portfolio Plan (i.e.: approach, goals, metrics, timing, resources), periodic progress reports (including that required for the AGM), and regular status as required by Chapter operational protocols.
- Manage, train, delegate, and share information with portfolio committee volunteers to ensure a quality volunteer experience, smooth portfolio operation, and succession planning.
- Establish and manage a sponsorship pipeline and support fulfillment of sponsor packages working in connection with the Chapter's association management firm as applicable.
- Champion the Chapter brand standards and guidelines while working with sponsors and partner associations.
- Establish, publish, and maintain a 12-month rolling calendar of general partner relations activities, guided by the annual survey outcomes and Chapter goals and approved plans; liaise with Board peers as needed to define specific partnership needs.
- Coordinate sponsor and association partnership activities working in conjunction with the other directors as it relates to events, professional development and membership engagement.
- Perform other duties as assigned from time to time to serve Chapter members and further the work of the Board

#### Special Notes

- The Director of Partner Relations is a voting member of the Board
- May act as or direct/support a Committee Chair
- Key skills needed to successfully serve in this position include:
  - Prior Chapter volunteer experience
  - Demonstrated success in revenue generation from sponsorship and philanthropy
  - Leadership and delegation skills
  - Strategic communication and partnering capabilities peer-to-peer with sponsors and association partners
  - Organizational, collaboration and lateral thinking skills
  - Ability to demonstrate change management knowledge and experience

## ACMP Midwest Chapter Board Roles

### Director of Events

**Abstract:** This role provides leadership in Chapter Event planning and execution in accordance with the needs and goals of the Chapter and in fulfillment of its mission. The main responsibility of the Director of Events is to define, source, manage, and execute the logistics required for planned events. This role ensures high quality program experiences for members, prospective members, and speakers, while balancing costs and revenues.

#### General Responsibilities

- Lead and manage the Chapter Events portfolio
- Contribute to Board strategic planning/execution by providing support to Directors/portfolio owners in developing plans and reviewing the aggregate plan regularly for logistical planning needs and implications; completing periodic progress reports (including that required for the AGM), and regular status as required by Chapter operational protocols
- Manage, train, delegate, and share information with portfolio committee volunteers to ensure a quality volunteer experience, smooth portfolio operation, and succession planning
- Establish and maintain relationships with appropriate venues and service providers (in anticipation of and in response to the approved Program calendar of events), guided by the annual survey outcomes, and with due regard for the financial constraints of the Chapter
- Champion all standards, policies and procedures related to event operations
- Oversee/co-ordinate the planning and execution of all event logistics for all planned events; ensure Board Directors and volunteers are well versed in roles and expectations for each event; assume the role of 'Stage Manager' during events as needed; oversee on-site volunteers and service providers, and ensuring speakers' needs are managed
- Liaise with Board peers as needed to understand event objectives; collaborate with Director of Programs to facilitate the execution of events
- Perform other duties as assigned from time to time to serve Chapter members and further the work of the Board

#### Special Notes

- The Director of Events is a voting member of the Board
- The Director of Events fulfills a back-up role for the Director of Professional Development as needed
- May act as or direct/support a Committee Chair
- Key skills needed to successfully serve in this position include:
  - Prior Chapter volunteer experience
  - Leadership and delegation skills
  - Very strong organizational, facilitation, and communication skills
  - Negotiation skills
  - Collaboration and lateral thinking skills
  - Strong problem-solving skills, creativity, innovation
  - Relationship management skills
  - Ability to demonstrate change management knowledge and experience