



**CLUB
MANAGERS
ASSOCIATION
OF AMERICA**

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PRESIDENT

Below are suggested job descriptions for **elected** chapter officers. All chapter officers and chairmen shall be Professional members of the Association in good standing.

The President*

The President shall be chief executive officer of the chapter and shall preside at all meetings of the chapter and of the board of governors/directors and shall be ex-officio member of all committees.

He/she shall be the chief executive officer of the chapter's business and see to it that decisions, orders and resolutions of the board of directors are carried out. In addition, he/she shall be responsible for the drafting and mailing of required correspondence with the National Headquarters.

He/she shall appoint/have elected the following standing and temporary chairmen and committees:

1. Career Services Chairman*
2. Certification Chairman*
3. The Club Foundation Liaison*
4. Corporate Relations Liaison
5. Education Chairman*
6. Advocacy / Legislative Chairman*
7. Membership Chairman*
8. Communications / Public Relations Chairman*
9. Research Chairman
10. Student Chapter Liaison (if applicable)*
11. Wine Society Representative*
12. Other Program Chairman as appointed by chapters

***Association Activity Credits will be granted only for these positions; if more than one person is listed for a position, credits will be split between parties.**

If applicable, chapters should consider utilizing the Managing Director position. Such a person is responsible for the day-to-day operations of the chapter and provides valuable consistency to overall chapter management.

The President shall:

- Be the official contact between the chapter and CMAA National Headquarters;
- a) Be privileged and empowered to attend all business and social functions and represent the chapter whenever and wherever such representation is required.

b) With the consent of the board, appoint a representative to attend conferences on his/her behalf, if necessary.

- Have authority to call special meetings; and
- Make sure the Chapter Secretary and/or Managing Director shares all information (e.g., Chapter Digest) with chapter members at each meeting.

CMAA Chapter President Checklist (.pdf)

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Preparing to be a Chapter President

Your first responsibility as President is to learn as much as possible about each chapter committee. You should:

- Review the minutes of the past year's meetings;
- Study the Association's and chapter's bylaws, policy manuals, goals and organization structures; and
- Understand each committee's purpose and objectives.

Selecting Your Committees

Decisions made by the board of directors are based on the recommendations of committees. A board of directors is only as effective and efficient as its committees.

1. Select your committee members carefully. Choose the members you think have the most to offer in terms of the variety of their experiences, knowledge about the subject area and an ability to get along with others and get things done.
2. Committee members usually serve one- or two-year terms with the option of reappointment by the chairman.
3. The size of each committee will vary with its responsibilities, but generally the size ranges from two to seven members. Although larger committees may be needed for areas such as membership recruitment, small committees are more efficient in reaching a consensus and getting things done.
4. Committee meetings will be most productive if members have a clear understanding of their responsibilities and duties **before** they arrive. Brief them on your expectations for the committee. Give them assignments and set deadlines for the completion of tasks. Don't be afraid to delegate responsibility and to expect results. The accomplishments of the committee are only as strong as your leadership — you set the pace and tone.

2.1

Developing the Chapter Meeting Agendas

Plan your agenda to get the most out of your meetings. With every notice of a meeting, members should also get a detailed agenda of items to be covered and minutes of the previous meeting. Impress upon committee members the importance of reviewing this material and being ready to work when they arrive.