

## **Tampa Chapter ISCEBS**

### Board Position Overview

#### President

The President is responsible for the oversight of all the chapter's activities for the year.

Primary responsibilities:

- Setting and distributing meeting schedule and agendas for the board meetings
- Presides over educational sessions and annual meeting
- In conjunction with the board, establishes the educational initiatives for the year
- In conjunction with the board, selects members for spotlight through the year
- Updates officers and annual report with the State Corporation Commission
- Works on succession planning for the following year's board
- Coordinates trip to the bank for signature cards
- Orders gifts for CEBS grads, Fellows, outgoing officers for annual meeting
- Oversees activities of other officers and committees
- Maintain contact with the Society headquarters
- Communicate with the membership through newsletter articles
- Motivate and encourage chapter's continued success