

IMC USA Michigan Chapter Governance - Board of Directors and Board Position Responsibility Guidelines (draft)

All chapters of IMC USA have a wide latitude in how they govern the operations of their Chapters and in the organization structure they establish to accomplish this. With regard to the overall governance, while there is wide latitude, Chapters must adhere to the following guiding principles:

- Chapters must adhere to all relevant policies, procedures and practices established by the IMC USA National office.
- Chapters may not commit the Institute to policy decisions on their own. Policy recommendations of the Chapters are to be submitted to the Chapter Presidents Council (CPC) for ultimate approval by the national IMC USA Board.
- While Chapters are responsible for administering the fiscal activities of their Chapter, it is the national IMC USA organization that has the ultimate responsibility for the overall fiscal activities and affairs of the Chapters and the national organization.

The following are illustrative duties and responsibilities for the Michigan Chapter of IMC USA Board, and for the Officer and Committee Chair positions. With each Board position filled by volunteers, it is suggested that each Board member develop a small committee to share the workload.

Board of Directors

The Board of Directors of the Michigan Chapter of IMC USA is comprised of the President (Chair), President Ex-Officio, Vice President/President-Elect, Secretary-Treasurer (collectively referred to as the Executive Committee) and the Chairs of the following committees: Membership, Programs, (Re)Certification and Communications.

The Board is responsible for:

1. Managing the affairs of the Chapter in accordance with the Institute and Chapter bylaws.
2. Establishing broad policy governing activities of the Chapter, in accordance with Institute and Chapter bylaws.
3. Establishing Chapter goals, objectives, mission and vision.
4. Approving new programs proposed by Chapter officers or committees.
5. Keeping Chapter members informed of IMC USA National Board activities in their behalf.
6. Overseeing the receipt and expenditure of funds by the Chapter, and assuming fiscal responsibility in the administration of these funds.
7. Holding regularly scheduled, formal meetings of the Board at least four times annually. Such meetings are to be open to all Chapter members.

Chapter Officers

President

The President is responsible for:

1. Executing the policies and decisions of the Board.
2. Presiding at all meetings of the Board and the Chapter.
3. In cooperation with the various chairs, supporting and being involved in the planning and organizing of Chapter activities.
4. Overseeing the proper administration of the fiscal affairs of the Chapter, in cooperation with the Treasurer.
5. Representing the Chapter on, and actively participating in, the national Chapter Presidents Council (CPC), and reporting back to the Chapter Board via e-mail on issues that may impact on the chapter.

Vice-President/President-Elect

The President-Elect is responsible for:

1. Performing all the duties and responsibilities of the president in the absence of the president.
2. Other duties as may be requested by the president and/or the Board.

President Ex-Officio

The President Ex-Officio is responsible for:

1. Serving as an active, non-voting member (and as Chair, of requested) of the Chapter Board.
2. Other duties (if able) as may be requested by the president and/or the Board.
3. Serve as Chair of the Nominating Committee for the election of upcoming officers.

Secretary-Treasurer

The duties of the Secretary-Treasurer are to:

1. Maintain accurate minutes of Chapter Board meetings.
2. Certify the results of the annual membership meeting.
3. Maintain a balanced financial record, consisting of:
 - a checkbook,
 - canceled checks and supporting documentation,
 - deposit slips and supporting documentation,
 - bills and receipts outstanding.
4. At each Board meeting, and periodically upon request, report to the Chapter Board on the financial status of the Chapter.
5. Submit to the National office, in a timely manner, the requested financial reports as established by IMC National policy.

Program Chair

The responsibilities of the Program Chair are to:

1. Establish and publish a schedule of the monthly (January to December) Chapter workshops, conferences, networking sessions, ABC (Area Breakfasts for Consultants) and dinner presentations for the Chapter year.
2. Plan the topics and arrange for coordinators to secure speakers for each meeting.

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3. Arrange for the meeting/workshop/conference facilities and perform the on-site registration and collection of money from all attendees.
4. Arrange for the speaker(s) to be greeted, obtain background bio data on the speaker, introduce the speaker before the presentation, and thanked at the end of the presentation.
5. At the Chapter Board's discretion, develop working relationships with local educational institutions and other professional organizations, and facilitate the co-sponsorship of programs.
6. "Bring the Chapter to the members" through coordinating Area Breakfasts for Consultants (ABC).

Membership Chair

The responsibilities of the Membership Chair are to:

1. Obtain and maintain an ample supply of applications, membership kits and IMC promotional materials, for display at Chapter meetings and distribution to prospective members.
2. Coordinate Chapter membership goals and programs with goals and programs set forth by the National Membership Committee.
3. Work closely with the Program Chair to plan and execute activities designed to interest prospective applicants for certified and regular membership, and to encourage regular members to become Certified Management Consultants (CMC).
4. Ensure that each interest received by the chapter is sent a USPS letter inviting them to participate in chapter activities, and enclose IMC promotional materials and an application form.
5. Plan and execute activities to retain existing members who appear on the delinquent list published by the National Office.
6. Maintain an up-to-date membership list, interested parties list, and delinquent members list. All lists should include name, company name, address, phone number, fax number and e-mail address (being as most chapter communications will be in electronic format).
7. Coordinate with the National Office on all member data and status changes.
8. Actively participate in the monthly Chapter Membership Chair conference calls coordinated by National and report developments to the Chapter Board via an e-mail update.

(Re)Certification Chair

The responsibilities of the (Re)Certification Chair are to:

1. Schedule and execute the certification process for individuals who are seeking to become Certified Management Consultants (CMC).
2. Work with the Membership Chair to encourage regular members to become CMC's.
3. Keep the Board up-to-date on any certification requirement changes as approved by the IMC USA National Board of Directors.

Communications Chair

The responsibilities of the Communication Chair are to:

1. Work with the Membership Chair to prepare, maintain and up-to-date on a quarterly basis (and more frequently if necessary) mailing list (e-mail and USPS).
2. Work with the Program Chair to develop, and disseminate, via e-mail (and where necessary USPS) announcements, flyers and brochures announcing to members and interested parties Chapter activities.
3. Develop a working relationship with, and publicize in, the local media information regarding all upcoming programs and meetings.
4. Coordinate the development, maintenance and updating of the Chapter website.