

Chapter Leadership & Position Descriptions

Chapter Officers provide general oversight and strategic leadership of their chapter. Chapter Officers coach and mentor chapter members and work closely with the CJE staff and committees to ensure that the goals of the association and the needs of the chapter members are met, along with providing communication to the Board of Directors from the local chapter. They also partner with headquarters staff on regular activities and special scholarship and fundraising projects as needed; as well as advance the objectives for chapters as defined in the Association's Articles of Incorporation. Below are some of the basics for running an effective and impactful chapter.

The task of running each chapter with a team of volunteers is an exciting challenge. This requires pure management skill, good leadership, delegation, teamwork and a shared vision for future direction. Succeeding and achieving CJE's mission in your local chapter is very rewarding and contributes directly to our National growth and Industry accomplishments.

Define Your Goals & Measure Your Progress

There's nothing more powerful than having a vision and plan for what you expect to accomplish. Following the association's processes and goals at each chapter ensures National reach with a cohesive and consistent approach. The meeting formats are similar, so that any member across the country can attend a CJE meeting and feel "at home." Each chapter starts the year with a short list of clear goals, identifies measurable outcomes, and defines resources – of time, talent and treasure needed to accomplish the goals and achieve the outcomes. This applies to the chapter meetings and any scholarship fundraising events for the education programs.

Build & Empower Your Local Chapter Team

As a chapter officer, you will have the benefit of arriving with team volunteers already in place, plus the opportunity to recruit and attract new leaders to help. Once your team meets and develops the annual calendar, you will know the resources and assistance needed. You can recruit volunteers with skills you need to accomplish your local goals. Please train the volunteers who will help make it happen so they will engage properly and with enthusiasm.

Pay Attention to Details & Good Governance

The correlation is clear - chapters that focus on good governance, ensure the officers are following policies and suggested best practices, and dedicate time and attention to effective communications, member engagement and volunteer leader mentoring and support do accomplish more. This runs the gamut from ensuring your chapter submits the annual calendar of meeting dates in January, to actively and frequently communicating directly with all volunteers and members in your chapter.

Manage Relationships & Foster Collaboration

CJE was founded on the understanding and industry importance of Job Order Contracting and related IDIQ programs. Our organization has evolved, and we now know that the strongest and most effective chapters are ones working in collaboration with other chapters to learn and grow

Chapter Leadership & Position Descriptions

together. Helping build relationships among neighboring chapter leaders and peers – which can be as simple as inviting a fellow officer to a meeting – is a good first step to developing networking partnerships which will serve your chapter and the job order contracting industry.

Chapter President

The role of the President is critical to the chapter's success. Effective Presidents are a balance of moderator, cheerleader, administrator, delegator, and visionary. A President provides governance, leadership, and strategic direction. A potential candidate has relevant experience, some prior leadership, feels comfortable delegating, has good group dynamic skills, and has the ability to communicate well, listen and seek input from others.

The Chapter President presides at all chapter meetings of the general membership and of the Chapter Executive Officers while providing leadership and judgment to get the best performance from all officers and committee involvement. The President works with fellow officers and committees to set the plans for the year's activities, including chapter meetings, supporting educational programs, membership growth, social and other activities, along with organizing the chapter's efforts by implementing the goals and delegating the duties to fellow officers to fulfill the year's plans. One of the major jobs as President is to motivate as many good people as possible to share the work of the chapter by stimulating wide participation among the members in committees and other officer positions. The President represents the chapter as a member of the Chapter Executive Forum in the quarterly membership conference calls by reporting on the chapter status and regional activities/meetings.

Key Responsibilities

The chapter President must be a current CJE member in good standing who will ensure that the following responsibilities are completed (directly or by delegation):

- Act as chief officer of the chapter
- Lead the initial planning meeting to schedule the annual calendar of meetings and events for the year – (many chapters delegate each officer to organize one meeting per year)
- Review, understand and follow the organization's bylaws, policies, and procedures; act with ethics and appropriate conduct, and implement the strategic plan
- Lead or delegate the leadership and moderating for each quarterly chapter meeting
- Act as the chapter spokesperson at meetings as well as within the JOC community
- Facilitate appreciation for volunteer leaders
- Be a two-way conduit of communication between the National Board and the chapter
- Organize leadership recruitment to bring potential leaders into committees and positions
- The President will mentor the Chapter Vice President to ease transition for the following year when the Vice President serves as President.

Chapter Leadership & Position Descriptions

Chapter Vice President

The Vice President of a CJE chapter is second in command. The position of Vice President is used as training for a leader to step into the President position the following year. The CJE expectation is that the chapter Vice President will take over as President at the conclusion of their predecessor's term in office.

The Vice President should be sure to read and be familiar with the role of chapter President. The Vice President spends their term preparing for the presidency by learning and assisting with governance, leadership, and strategic direction. A potential candidate should have demonstrated community leadership, feel comfortable delegating, have good group dynamic skills, and have the ability to communicate well, listen and seek input from others.

In addition, the Vice President should:

- Preside over meetings from which the President is absent.
- Provide support and assistance to the President to achieve the core functions of the chapter.
- Perform duties as assigned by the President or the board of officers to assist the President and ensure chapter meetings occur on schedule.
- Attract, recruit and mentor new board members and volunteers who will make up the next team when they take office as President

In many cases, the Vice President will serve as the chair of the chapter's planning session, helping develop the plan which they will be responsible for implementing when they take over the role of President.

Chapter Secretary

The Secretary performs a variety of tasks aimed at managing the records and administrative functions of the chapter. The role requires being present at all meetings and ensuring notes are taken and submitted to the association headquarters for the master files.

The Secretary is an active conduit for communication to members and other stakeholders by giving proper notice of upcoming meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the Secretary should be knowledgeable of and provide advice and resources on topics such as governance issues, and risk management that will assist them in fulfilling their duties.

The chapter Secretary must ensure that the following responsibilities are completed (personally or delegates tasks):

- In conjunction with the chapter executive committee, prepare an agenda for each meeting and distribute it as needed.

Chapter Leadership & Position Descriptions

- Ensure the presentation(s) for the meetings omit any sales pitches and are educational in content. The standard approved agenda and standard presentation templates should be used to expedite the meetings.
- Attend chapter meetings to prepare and distribute the meeting minutes of the chapter.
- Meeting minutes are detailed reports that highlight the predetermined agenda and document what took place. (Date, time, attendees)
- After each meeting, send the minutes to the chapter officers to solicit edits and confirm their accuracy before finalizing them. Send the final to CJE headquarters via email to the executive director for placement into the association files/archives.
- Assume responsibilities of the President in the absence of the President and Vice President.
- In conjunction with the executive and nominating committees, help prepare the slate of nominees for elections when requested.
- Ensure all communications with members are conducted via the membership management software and a consistent brand message is extended to members.

Chapter Membership Liaison

The Chapter Membership liaison serves as chapter officer and the point of contact for members, new members, and chapter membership inquiries. This is a key role by helping current members resolve membership issues, maintaining member's contact information, communicating changes with members, and recruiting new members. The Liaison is responsible for welcoming new members and assist with any onboarding questions.

The Chapter Membership Liaison is a member of the National Membership committee along with all the chapter Membership Liaisons. The Liaison agrees to attend the quarterly National committee calls as his/her chapter representative and contribute to the national success of the association. If the Liaison cannot attend the call, he/she will delegate the attendance to another chapter officer to ensure the chapter is represented.

Chapter Education Liaison

The Chapter Education Liaison serves as a chapter officer and the point of contact for the CJE education platform and educational content. Each Chapter Education Liaison is a member of the National Education Committee. The Liaison agrees to attend the quarterly National committee calls as his/her chapter representative and contribute to the National success of CJE. If the Liaison cannot attend the call, he/she will delegate the attendance to another chapter officer to ensure the chapter is represented. Key responsibilities include:

- Serve as lead for any chapter webinar or virtual meetings, present education segment for

Chapter Leadership & Position Descriptions

in-person meetings, and review all content to ensure the templates are utilized and the content is appropriate

- Serve as an active member of the Education Committee
- Coordinate any local chapter announcements to members regarding the professional development JOC education programming and initiatives, and support implementation.
- Stay current on best practices and trends in Job Order Contracting, resources, and other materials to further enrich the learning experience for members
- When applicable, gather lessons learned to develop additional content to be shared with the National Education Committee so they can enhance webinars, papers, publications, programs/events, and conference presentations.
- Identify knowledge gaps among membership and gaps in the scope, sequence, and delivery of programs and resources, recommending necessary adjustments to increase effectiveness

Chapter Past President

Each year the Chapter President graduates to the position of Chapter Past President as the final year of service. In this role, the Past President should actively mentor and advise the new Chapter President and help them perform their duties. Having just fulfilled the role, it is natural to help “pass the baton” to the next leader. In addition, as the final duties as a chapter officer, the Chapter Past President serves on the Elections and Nomination Committee as his/her chapter representative. In this role, during the fourth quarter of the year the Past President shall actively solicit, delegate and/or oversee active recruiting for the upcoming open officer positions for the next year; and report the open positions to the national Elections Chair and Executive Director so the association can conduct the nominations and elections process in an efficient and timely manner.