



FY2027 President-Elect Open Board Position Description

Purpose of the Role

The President-Elect supports the Region President, leads key initiatives, and prepares to assume the presidency in the following fiscal year. This role focuses on strategic continuity, chapter empowerment, and operational readiness so the transition to President is smooth, informed, and aligned with CSI's mission.

Core Responsibilities

1. Leadership & Strategic Support

- Serve as a primary advisor to the Region President.
- Assist in setting annual goals, priorities, and initiatives.
- Provide leadership across committees, task forces, and working groups as assigned.
- Champion CSI values: collaboration, education, professionalism, and trust.
- Strengthen alignment between CSI National, the Region, and Chapters.

2. Chapter Engagement & Support

- Build and maintain relationships with national leaders and staff and chapter leaders across the Region.
- Support Chapter Presidents, board members, and committees with resources, guidance, and leadership development.
- Support National Board & Staff with feedback and guidance from Chapters.
- Attend chapter meetings or events when possible to foster connection and visibility.
- Help identify chapter needs and contribute to solutions around operations, governance, programs, and membership.

3. Governance & Operational Preparation

- Participate actively in executive committee & board meetings, retreats, and planning sessions.

- Collaborate on reviewing bylaws, policies, procedures, and governance practices.
- Assist with budgeting, financial planning, and regional programming.
- Prepare to assume responsibilities of Region President by learning key processes, systems, and relationships.

4. Event & Conference Leadership

- Serve as a key leader in planning the annual North Central Region Conference.
- Coordinate with the host chapter and planning committees to advance programming, education, and member experience.
- Support regional activities such as awards, leadership training, and chapter development events.

5. Succession Planning & President-Readiness

- Develop a clear understanding of the Region’s strategic plan, committees, and operational structure.
- Provide thoughtful continuity by carrying forward in-progress initiatives.
- Step in for the Region President when needed, including presiding over meetings.
- Build relationships and knowledge that ensure a strong, confident transition into the presidency.
- Lead nominations committee to fill roles for the following year.

Ideal Qualifications

- Prior service as a chapter, region, or committee leader within CSI.
- Strong understanding of CSI’s mission, governance, and chapter operations.
- Collaborative leadership style with excellent communication and relationship-building skills.
- Ability to prioritize, delegate, and support volunteer leaders.
- Familiarity with event planning, budgeting, and board governance is helpful.

Time Commitment

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Overall Time Commitment (Realistic & Transparent)

- Average: 6–10 hours per month
- Lighter months: 4–6 hours
- Heavier months: 10–15 hours (conference planning, chapter outreach, leadership transitions, or stepping in for the President)

- Annual Conference & Executive Committee Retreat months (May & June): Higher due to travel, in-person meetings, and leadership responsibilities

The President-Elect role is active and relational, with time spread across board leadership, chapter engagement, and preparation for the presidency. Work increases gradually over the year as the President-Elect assumes greater leadership responsibility.

Monthly Responsibilities

1. Board & Executive Committee Leadership - Time: ~2–3 hours per month
 - Attend monthly 1-hour virtual board meetings
 - Participate in Executive Committee discussions and decision-making
 - Support the Region President with agenda setting, follow-up, and leadership continuity
 - Step in to preside over meetings when needed
2. Strategic & Operational Leadership Support - Time: ~1–2 hours per month
 - Assist with setting and tracking regional goals, priorities, and initiatives
 - Provide leadership across assigned committees, task forces, or working groups
 - Support governance, policy review, and operational improvements
 - Learn and document key systems, processes, and workflows in preparation for the presidency
3. Chapter Engagement & Relationship Building - Time: ~2–4 hours per month (varies by season)
 - Build and maintain relationships with:
 - Chapter Presidents and leaders
 - CSI National leaders and staff
 - Serve as a point of support for chapter operations, governance, and leadership development
 - Attend chapter meetings or events when feasible (virtual or in-person)
 - Gather feedback from chapters and relay insights to the Regional Board and National leadership

Periodic & Annual Responsibilities

4. Annual Conference & Regional Event Leadership - Time: ~10–20 hours total per year
 - Serve as a key leader in planning the North Central Region Conference
 - Coordinate with the host chapter and conference planning committees
 - Support programming, education, awards, and leadership development activities
 - Participate in on-site leadership during the conference
5. Succession Planning & President Readiness - Time: ~5–10 hours total per year
 - Lead the Nominations Committee to identify and recruit future leaders
 - Develop a clear understanding of:
 - Regional governance
 - Financial structure and budgeting

- Committee operations
- Ensure continuity of initiatives transitioning into the President year
- Build relationships critical for a confident transition into the presidency

Annual Conference & In-Person Commitments

6. NCR Annual Conference Attendance - Time: 2–3 days (in person)

- Attend the Annual NCR Conference
- Participate in required in-person board and leadership meetings
- Support conference leadership and chapter engagement

7. NCR Executive Committee Retreat Attendance - Time: 1–2 days (in person)

- Attend the Annual NCR Executive Committee Retreat
- Participate in strategic planning, governance alignment, and leadership development
- Collaborate with incoming and outgoing leaders to ensure continuity

Tools & Support

- Google Workspace (Drive, Docs, shared email lists)
- Established governance, budgeting, and planning templates
- Collaboration with Region President and Executive Committee (Secretary & Treasurer)
- Strong support from CSI National staff and leadership