



Role Description: Secretary/Treasurer

Key Accountability:

This role leads the Secretary/Treasurer duties of the professional coaching community in the Ohio Valley. Key stakeholders include professional coaches, the media, and the general public. The role leverages volunteer resources to be successful.

Direct Measures of Success:

- Membership growth and retention
- Chapter profitability

In-Direct Measures of Success:

- Membership engagement

Time Commitment:

This role is expected to volunteer an average of 4 hours of time each month to the following activities:

- Chapter board Meeting: 2 hours per month
- Fiduciary & Record Keeping: 2 hours per month

Qualifications:

To be a successful volunteer leader in this role, the incumbent must possess:

1. Commitment: Demonstrated commitment to the International Coach Federation, ICF Ohio Valley Charter Chapter, and the advancement of professional coaching in this geography of the United States. The president must hold a credential in good standing from the International Coach Federation (ACC, PCC, or MCC)

2. Volunteer leadership:

- Engagement: Ability to engage volunteers by understanding their unique strengths and passion and then co-creating and delegating opportunities that activate volunteer talent in meaningful activities that advance the mission of the chapter
- Acknowledgement: Ability to acknowledge, recognize and coach the contribution of committee volunteers

- Succession: Ability to identify and develop a successor
- Regional leadership: Ability to lead a diverse group of volunteers from throughout the geographic region

3. Integration with chapter leadership team: Ability to collaborate and co-create with other chapter leaders and chapter virtual assistant

4. Fiduciary & Record Keeping accountability:

- Follow chapter policies and procedures
- Maintain official minutes and records of the proceedings of the Board and the Organization.
- Arrange for communications of official correspondence.
- Arrange for maintenance and archival of documentation to satisfy legal and tax requirements as well as important historical reference for Board and organization membership.
- Oversee the organization's financial transactions and maintain accurate records of the organization's accounts.
- Submit financial reports quarterly for Board review and approval by the voting majority.
- Submit an annual Chapter financial report to the ICF within thirty (30) days of the Chapter's designated end of the fiscal year. In addition, the Secretary/Treasurer will give a financial report at least once every six (6) months.

Role desirables:

- Creativity, critical thinking, and innovation mindset
- Organized planner (ability to think multiple steps ahead)
- Word and Excel spreadsheet capability
- Can-do attitude