



## **Council Officer Position Descriptions**

*Chairperson/Vice Chairperson (required positions)*

### **Chairperson**

Required Responsibilities:

- Conducts council and officer meetings
- Facilitates council strategic planning
- Manages council elections for officers
- Assures that all reporting procedures are met and that [Council Bylaws](#) are followed
- Appoints nominating committee for council officer vacancies
- Directs CUES Council activities and events
  - Submits [CUES Council Event Information Form](#) for all planned events/meetings

### **Vice Chairperson**

Required Responsibilities:

- Acts in the absence of the Chairperson
- Works closely with the nominating committee in the selection of council officer candidates

#### **Responsibilities to be split among board members:**

- Arranges programs for meetings, including:
  - Selection of topic, speaker, schedule of events, etc. focused on talent development
  - Create posts on CUESNet to attract more registrants
    - \*An event planning how-to, as well as a how-to for creating CUESNet discussion posts can be found at the [CUES Council Officer Toolkit](#)
- Writes and designs flyers for meetings (at least one month prior to the meeting)
- Coordinates facility needs and serves as coordinator for meetings at hotels
- Checks meeting room
- Arranges for audio/visual aids
- Introduces speakers
- Prepares evaluation forms for participants, and tabulates results for council officers
- Understands and abides by the following documents: [Council Bylaws](#), [Reporting Guidelines](#), and [UBIT](#)