



CCOF

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CCOF Chapter Leader Positions and Responsibilities

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Contact: Adrian Fischer, afischer@ccof.org

Chapter Leader Positions and Responsibilities

The following leadership roles should be filled by each active CCOF chapter. At a minimum, a chapter should elect individuals to serve as chapter president, secretary, and treasurer, and elect a board representative. Ideally, separate individuals will fill these roles. However, some positions may be combined, such as secretary/treasurer.

- 1) **Chapter president** puts together the chapter meeting agenda and sends it out ahead of time to chapter members, convenes chapter leaders two to four times per year to discuss chapter matters, facilitates the chapter meetings (at least one annually), and oversees the welcoming committee for new members.
- 2) **Vice president** fills in when chapter president is not available, and provides support to president and secretary.
- 3) **Secretary** takes meeting minutes and distributes them to members, sends a copy of the minutes to CCOF's member and public outreach specialist, and coordinates meeting outreach. The secretary also coordinates the election process by sending out nomination information and election ballots, tallying the ballots (unless he/she is running for election herself), and announcing the election results to the chapter members and the CCOF home office (via email to afischer@ccof.org). The CCOF member and public outreach specialist is available to assist the secretary with elections.
- 4) **Treasurer** manages the chapter bank account, receives and deposits quarterly checks from CCOF, provides regular updates on the chapter's account at chapter meetings, and provides quarterly treasurer reports to CCOF home office.
- 5) **Board representative** prepares for quarterly CCOF, Inc. Board of Directors meetings and represents the chapter at those meetings, provides board updates to members at chapter meetings or via email, and provides an opportunity for members to raise issues/concerns either at chapter meetings, through one-on-one contact, or email. The representative must also actively participate on one CCOF, Inc. board committee.

General Responsibilities of Chapter Leaders

- Attend each chapter meeting.
- Meet two to four times per year to prepare for meetings, review chapter finances, plan activities, etc.
- Conduct outreach to new CCOF-certified members and CCOF Foundation Members as they join to welcome them to the chapter.
- Chapter leaders have flexibility in deciding who manages welcoming of new members. For example, this can be done by the chapter president, a welcoming committee, or a designated chapter representative.
- Chapter leaders will be emailed the list of new members at the same time the quarterly incentive checks for renewing and new members are mailed to chapter treasurers.
- Chapter leaders shall refer to themselves as "chapter leadership" or "chapter officers," not "board" or "committee," to avoid confusion with the CCOF, Inc. Board of Directors or board committees.