

IAI Midwest Chapter- Executive Board Job Descriptions

CHAPTER CHAIR- Job description

1. Preside over all chapter meetings, functions and events
2. Performs the duties normally associated with a CEO of a company
3. Under advisement of the Certified Forensic Interviewers Advisory Board and in conjunction with Executive Committee, performs a wide range of management functions as needed to meet the goals and objectives of the chapter and the organization
4. Reporting liaison between the chapter and CFI Advisory Board
5. Uses independent judgment in decisions which influence chapter operations to ensure solvency of the chapter and ROI to chapter members

Tools Required

1. Achieved CFI designation
2. IAI MW Chapter By-Laws
3. IAI MW Vision Statement
4. Access to CFI / IAI reference materials, manuals, websites
5. Access to computers, digital media and social networking sites
6. Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
7. Records management tools, manual and electronic, to maintain files related to chapter business

Skill Sets Required

1. Maintaining order in an environment of changing priorities
2. Ability to run meetings in accordance/based upon Robert's Rules of Order
3. Ability to be diplomatic with a diverse group of individuals with various management and business positions and titles
4. Ability to use negotiation and persuasion to resolve conflicts and problems.
5. Leadership skills
6. Marketing Skills
7. Good oral and written communication skills
8. Ability to effectively delegate
9. Management experience
10. Promote Chapter Vision Statement
11. Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
12. Time management skills to complete projects/work within schedules and deadlines
13. General knowledge of all chapter by-laws and documentation

1ST VICE CHAIR- Job description

1. Preside over all chapter meetings, functions and events where the chapter chair is not in attendance.
2. Uses independent judgment in decisions which influence chapter operations to ensure solvency of the chapter and ROI to chapter members
3. Assess performance of chapter activities report back to chair

Tools Required

- 1 Achieved CFI designation
- 2 IAI MW Chapter By-Laws
- 3 IAI MW Vision Statement
- 4 Access to CFI / IAI reference materials, manuals, websites
- 5 Access to computers, digital media and social networking sites
- 6 Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
- 7 Records management tools, manual and electronic, to maintain files related to chapter business
- 8 Performance assessment tools to keep track and review chapter activities and meetings

Skill Sets Required

- 1 Maintaining order in an environment of changing priorities
- 2 Ability to be diplomatic with a diverse group of individuals with various management and business positions and titles
- 3 Ability to use persuasion and negotiation to resolve conflicts and problems
- 4 Leadership skills
- 5 Marketing skills
- 6 Self-starter with self-motivating traits
- 7 Ability to delegate effectively
- 8 Good oral and written communication skills
- 9 Promote Chapter Vision Statement
- 10 Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
- 11 Time management skills to complete projects/work within schedules and deadlines
- 12 General knowledge of all chapter by-laws and documentation

2nd Vice Chair- Job Description

- 1 Preside over all chapter meetings, functions and events where the chapter chair is not in attendance.
- 2 Uses independent judgment in decisions which influence chapter operations to ensure solvency of the chapter and ROI to chapter members
- 3 Assist and lend support to Membership / Education Chair for member retention and meeting programs

Tools Required

- 1 Achieved CFI designation
- 2 IAI MW Chapter By-Laws
- 3 IAI MW Vision Statement
- 4 Access to CFI / IAI reference materials, manuals, websites
- 5 Access to computers, digital media and social networking sites
- 6 Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
- 7 Records management tools, manual and electronic, to maintain files related to chapter business
- 8 Performance assessment tools to keep track and review chapter activities and meetings

Skill Sets Required

- 1 Maintaining order in an environment of changing priorities
- 2 Ability to be diplomatic with a diverse group of individuals with various management and business positions and titles
- 3 Ability to use persuasion and negotiation to resolve conflicts and problems
- 4 Leadership skills
- 5 Marketing skills
- 6 Self-starter with self-motivating traits
- 7 Ability to delegate effectively
- 8 Good oral and written communication skills
- 9 Promote Chapter Vision Statement
- 10 Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
- 11 Time management skills to complete projects/work within schedules and deadlines
- 12 General knowledge of all chapter by-laws and documentation

Secretary- Job description

- 1 Keep minutes of all chapter leadership and general meetings
- 2 Maintain all official chapter records including; minutes and all other official correspondences
- 3 Submit minutes and reports in a prompt manner to the designated recipients
- 4 Coordinate annual elections of Executive Board with oversight from CFI AB
- 5 Ensure all necessary correspondence from chapter is handled in a timely manner
- 6 Submissions to CFInsider regarding chapter business, events and activities

Tools Required

- 1 Achieved CFI designation
- 2 IAI MW Chapter By-Laws
- 3 IAI MW Vision Statement
- 4 Access to CFI / IAI reference materials, manuals, websites
- 5 Access to computers, digital media and social networking sites
- 6 Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
- 7 Records management tools, manual and electronic, to maintain files related to chapter business
- 8 Performance assessment tools to keep track and review chapter activities and meetings

Skill Sets Required

- 1 Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy
- 2 Take responsibility for organizing reports and archiving chapter information
- 3 Computer, internet and Social Media proficient
- 4 Strong writing skills for minutes, reports and letters
- 5 Simple note taking during meetings
- 6 Experience in proof reading and record keeping
- 7 Good organizational skills with understanding of accurate filing and archiving of e-files, files and papers
- 8 Strong English usage, grammar, spelling and punctuation
- 9 Promote Chapter Vision Statement
- 10 Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
- 11 Time management skills to complete projects/work within schedules and deadlines
- 12 General knowledge of all chapter by-laws and documentation

Membership / Education Chair- Job Description

- 1 Oversee and direct all membership initiatives and retention programs
- 2 Develop educational programs for chapter meetings in accordance with Vision Statement
- 3 Create committee(s) consisting 2-4 current chapter members in good standing to assist with all membership and educational programs.

Tools Required

- 1 Achieved CFI designation
- 2 IAI MW Chapter By-Laws
- 3 IAI MW Vision Statement
- 4 Access to CFI / IAI reference materials, manuals, websites
- 5 Access to computers, digital media and social networking sites
- 6 Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
- 7 Records management tools, manual and electronic, to maintain files related to chapter business
- 8 Performance assessment tools to keep track and review chapter activities and programs

Skill Sets Required

- 1 Ability to develop retention and education programs with diverse and mass appeal
- 2 Good organizational and promotional skills
- 3 Excellent oral and written communication skills
- 4 Event planning and networking skills
- 5 Scheduling and maintaining flexibility in a rapidly changing environment
- 6 Promote Chapter Vision Statement
- 7 Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
- 8 Time management skills to complete projects/work within schedules and deadlines
- 9 General knowledge of all chapter by-laws and documentation

Marketing / Event Planning Chair – Job Description

1. Oversee and direct all marketing initiatives
2. Develop marketing programs for chapter meetings and events in accordance with Vision Statement
3. Manage all chapter social media and webpage administration
4. Create committee(s) consisting of current chapter members in good standing to assist with all marketing and event planning.

Tools Required

1. Achieved CFI designation
2. IAI MW Chapter By-Laws
3. IAI MW Vision Statement
4. Access to CFI / IAI reference materials, manuals, websites
5. Access to computers, digital media and social networking sites
6. Time management tools (manual or electronic) to remain aware of schedules, deadlines and assigned activities
7. Records management tools, manual and electronic, to maintain files related to chapter business

Skill Sets Required

1. Ability to develop marketing programs with diverse and mass appeal
2. Good organizational and promotional skills
3. Excellent oral and written communication skills
4. Event planning and networking skills
5. Scheduling and maintaining flexibility in a rapidly changing environment
6. Promote Chapter Vision Statement
7. Knowledge of CFI internal structure and ability to obtain and provide support resources/services as needed
8. Time management skills to complete projects/work within schedules and deadlines
9. General knowledge of all chapter by-laws and documentation