

# CCARC DIRECTOR

## **1. INTRODUCTION:**

- a. Displays leadership abilities, exercises initiative and uses sound judgment to make managerial decisions.
- b. Provides leadership, management, oversight, and appropriate controls to personnel engaged in activities that they have responsibility for. The leadership task matrix has the information about personnel for whom a director has responsibility.
- c. Possesses a sound knowledge and understanding of the bylaws, policies, and procedures applying them in doing their duties and responsibilities.

## **2. DUTIES AND RESPONSIBILITIES:**

- a. Required to attend all board and general meetings unless excused.
- b. Responsible for those roles assigned on the Leadership Task Matrix that fall into their domain.
- c. Follows pertinent policies and procedures to accomplish assigned responsibilities.
- d. Determines goals and formulates a plan to achieve them.
- e. Formulates policy in a group environment. Interacts with objectivity and listens as well as participates. Is able to calmly resolve conflicts.
- f. Provides focus for challenges in executing tasks by volunteers.
- g. Considers factors such as current and future club needs and limitations when developing goals to support club activities.
- h. Provides operational control and support to assigned coordinators and project managers as required.
- i. Makes critical judgments and on-the-spot decisions regarding the execution of those responsibilities on the Task Matrix that fall into their domain.
- j. Recommends changes in organizational structure to increase organizational efficiency in conjunction with the Chairman of Board.
- k. Ensures currency and relevance of responsible documentation. This includes organizational documents and relevant portions of the website.
- l. Ensures proper and adequate security and accountability on club resources.
- m. Participates in group discussions and adds insight and experience to the matter at hand. Is willing to consider other opinions in formulating decisions for the final vote. Helping to move decision to the best resolution for the goals of the club.
- n. Participates in one or more club activities annually to stay current in club operations and connected to the members.
- o. Performs other duties as assigned.

## **3. SUPERVISORY CONTROLS:**

- a. Accountable to Chairman of the BOD, other Directors, and the Bylaws, Policies and Procedures.
- b. Functions under the general supervision of the Chairman of the BOD & other directors.