

POSITION DESCRIPTION PRESIDENT and BOARD CHAIR

The President is the Chief Executive Officer and Head of the Chapter, and is the Chair of the Board of Directors. The President reports directly to the Board of Directors.

General Expectations of the President and Chief Executive Officer

- Demonstrate a commitment to the Chapter's Core Purpose and Vision.
- Uphold and abide by the ACFE Code of Professional Ethics and all Chapter bylaws and policies.
- Manage the day-to-day activities of the Chapter, with the support of the Officers and staff.
- Exercise responsible financial stewardship.
- Designate a lead officer for any fund-raising activities.
- Follow the highest ethical standards, ensuring accountability and compliance with all laws and regulations.
- Engage the board in Chapter planning and lead the implementation.
- Develop and mentor future leadership of the Chapter.
- Build external relationships and serve as an advocate for the Chapter.

Specific Responsibilities of the President and Chief Executive Officer

The president:

- When present, shall preside at all meetings of the Chapter Board of Directors;
- Shall exercise general overall supervision and management of the affairs of the Chapter;
- Shall give counsel and direction to all officers in their roles;
- Shall consult with, and inform of significant events, the other Chapter Officers and Directors, as well as Chapter Members and the Corporation Certified Fraud Examiners as appropriate, of significant events;
- Shall make an annual report to the Members of the Chapter and the Corporation;
- Prepare applicable policies and procedures for the review and adoption by the board of directors;
- Ensure the quality and effectiveness of all professional development programs, and take a greater oversight role when the Vice-President, Professional Development is not a Certified Fraud Examiner.
- Address what matters most to the Chapter, and engage in strategic thinking on a regular basis to ensure a strategic approach is maintained in pursuing the core purpose and vision of the Chapter, including the longer-term well-being of the Chapter.
- Ensure the quality and effectiveness of all professional development programs, and take a greater oversight role when the Vice-President, Professional Development is not a Certified Fraud Examiner.

Authority

The president has the necessary authority to effectively carry out the assigned general expectations and specific responsibilities, and is accountable to the Board of Directors.