**Council Chair**

**General**: Functions as the chief executive officer providing leadership and overall management to ensure that the defined mission and goals are met by the Council. The Chair has the primary responsibility for representing the Council to its members. Oversees all aspects of the Council and leads the Council Executive Committee.

**Term:** One Year, October 1 – September 30

**Specific Duties and Responsibilities:**

* Preside at all meetings of the Council
* Uphold Society bylaws, policies and procedures
* Ex-officio member of all committees
* Call and attend all Council meetings
* Provide support to Council Treasurer during annual budget process
* Emcee the annual CEJC Engineers Week Banquet

**Qualifications:**

* Must be a respective member of a Society/Organization in the Council
* Preferably will have been in a leadership role of his/her respective Society
* Preferably have experience serving as vice chair
* Have prior experience in budgeting and business planning
* Possess leadership, management and organizational skills.
* Basic knowledge of Council bylaws, policies, and procedures

**Time Commitment:** Approximately six to eight hours per month (outside of Council meetings).

**Resources:** Council bylaws can be found [here](https://www.charlestonejc.org/uploads/2/6/3/2/26327801/cejc-bylaws_aprd_090220141.pdf).

\*Elected position by the Council Members.