

Charges for the Chair of the Council of Chapter Presidents (CCP), 2025-2026

1. Shall represent the consensus views of the Council members to the Board.
2. Shall request Council members to submit their ideas for fundraising, social activities, civic promotions, and methods of promoting professionalism to be shared with other members.
3. Shall coordinate with the Membership Director to survey the Chapters for membership recruitment/retention ideas.
4. Shall ascertain whether some of the needs of each chapter can be met by the National Association and make those needs known to the Regional Director, and the Executive Board.
5. Shall coordinate with Regional Directors to maintain a current list of Council members (Chapter Presidents, Past-Presidents, and President-elects for each Chapter).
6. Shall provide monthly communications to Council members regarding NADE news and events.
7. Shall provide Council members with information regarding NADE's various programs, including the certification program and mentoring program.
8. Shall work with the Past President to ensure that Council members receive regular updates regarding National Conference planning.
9. Shall work with the President-Elect and Board to maintain the Chapter Services Handbook.
10. Shall attend the annual national training conference and be responsible for conducting the annual Council of Chapter Presidents meeting.
11. Shall assure that a portion of the annual Council of Chapter Presidents meeting is devoted to a discussion of leadership issues.
12. Shall forward all membership changes received to the Membership Director.
13. Shall mentor their successor in this role.

14. Shall provide copies of all correspondence to the NADE President and President-Elect and Regional directors.
15. Shall report the activities of the Council to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page Executive Summary highlights for reading at the General membership meeting.
16. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.