

## **Job Description Chapter Chair**

### Scope:

The Chapter Chair is responsible for the continuing development and accomplishment of the Chapter Program. Particular emphasis is on the growth of existing Chapters and the addition of new Chapters.

### Specific Tasks and Duties:

Develops or updates the Chapter Program and insures the accomplishment of the actions necessary for the continued progress of the Program.

Responsible for the organization and sanctioning of regional chapters. The objective is to cover all of North America.

Maintains the master chapter contact list, preferably in a spreadsheet program. Provides updates to the Webmaster as needed. Maintains proper backups for all information.

Acts as the Chairman of the Chapter Committed made up of representatives for each chapter.

Represents the Chapter Interests on the Board through communication from the chapters to the Board.

Assists the Chapter Officers as needed in their efforts to strengthen their respective organizations. Insures adequate chapter activities are planned and supported.

Assists with obtaining or developing local dealer support for the chapters.

Sends a cover letter and a list of the new members names and addresses to chapters in the new members' area or near proximity. This list will be provided on a periodic basis by the Membership Chair.

### Authority:

The Chapter Chair is subordinate to the President and the Board.

Expenditure approval limit is \$100.00. Must obtain approval of the President or the Board on any expenditure exceeding that limit.

Skills and Requirements:

Good written and verbal communication skills are essential.

Internet access and basic computer skills are required.

Basic proficiency with word processing and spreadsheet software is desirable.  
Computer hardware must include a printer.

Original Draft Prepared By: Dave Starnes  
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Revision 1 by Dean Miller  
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