

**POSITION:** Director of Chapters  
**TERM:** Two-year term  
**TIME COMMITMENT:** 8-20 hours/month

**PRIMARY RESPONSIBILITY:**

To assist in the management and direction of the organization in a manner that is timely and consistent with the goals and policies of the organization, with emphasis on Chapter Development, Education, Leadership, and Communication.

**MAJOR DUTIES:**

The Director of Chapters will:

1. Oversee and coordinate the management and communication between the national Board and chapters, including acting as the initial liaison for Chapter Chairs.
2. Be responsible for overseeing the development of networking groups and new chapters-in-formation, working with the association management company and other relevant Board directors to identify catchment areas and provide guidance on banking, communications and website implications.
3. Liaise with and be a resource to the association management company on issues regarding chapter benefits.
4. Ensure the Chapter Handbook is current, relevant and available to Chapter Executives.
5. Create schedule and facilitate monthly Chapter Chats with Chapter Executives.
6. Facilitate leadership forum/meeting for Chapter Executives at the Annual Conference.

**REPORTS TO:** President

**DIRECT REPORTS:** Chapter Chairs and Chapter Executive