

Columbia Wings Oregon Chapter "P"

Assistant Chapter Director Position

Job Description

Title	Assistant Chapter Director
Department(s)	Chapter Staff
Reports to	Chapter Director

Job summary

- Provide support and encouragement to the Chapter Director.
- Attend State Staff Meetings in Chapter Director's absence.
- Lead the chapter monthly meetings in the Chapter Director's absence .
- Maintain and update chapter membership roster.
- Provide assistance to the chapter members as needed.
- Help arrange and host staff meetings.

Summary of essential job functions

- Communicate with Chapter Director on monthly activities as needed.
- Prepare monthly meeting materials as needed.
- Take monthly meeting minutes as needed and publish.
- Be an ad hock member of any chapter sub-committee as needed .

Minimum requirements

- Good communicator with the ability to work as a team member as well as a team leader when necessary.
- Good record keeper.
- Basic knowledge of information technology tools such as word processing and spreadsheet software as well as internet e-mail tools.

Abilities required

- The willingness to volunteer your time for the advancement of the chapter.

- Ability to work as a team member.
- Lead by example

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member who volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of a chapter member. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

None.