

Columbia Wings Oregon Chapter "P"

Chapter Director Position

Job Description

Title	Chapter Director
Department(s)	Chapter staff
Reports to	Chapter membership

Job Summary

- The Chapter Director coordinates the activities of the chapter.
- Ensures that the TA Way Manual & Guidelines (Section 1, 2, & 3) of GWTA are implemented.
- Encourages all members to become involved and participate in the chapter and its events.
- Assumes advisory & organizational control of the chapter.
- Attends scheduled State Staff Meetings.

Summary of essential job functions

- Good communications with chapter members must be maintained.
- Serves as a State Staff Member and a communications link with State Director.
- Appoints a staff (with member input) to assist with implementing the activities of the chapter. *NOTE: The treasurer shall not be a family member of the Chapter Director or Assistant Director.*
- With the Chapter Treasurer, establish a chapter checking account and be accountable for the chapter funds.
- Working with the chapter Web Master and Newsletter Editor, be responsible for the content of the chapter newsletter as well as the content of the chapter's web site.
- Conduct an annual/biannual staff meeting to develop/asses, chapter programs and progress.
- Prepare and distribute the chapter meeting agenda and conduct monthly chapter meetings to keep membership informed about chapter activities and encourage their participation and input.

Minimum requirements

- Good communicator with the ability to work as a team member as well as a team leader when necessary.
- 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.
- Lead by example.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by chapter members who volunteer 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