Chapter Leadership Team Members

Chapter President/Leader
Responsibilities
- Works with leadership team to determine date, venue, food & beverage, CE topics, and speakers for spring and fall learning program
- Works with Membership Coordinator (Mariel) on appropriate budget based on number of attendees and venue
- Completes annual report through Survey Monkey at the end of the year

Time Commitment
- Depending on how many CE presentations you offer at your program, planning an event could range from 2-5 hours. The actual event can range from 1-4 hours. The more leadership team members you have, the lighter the load.
- Total Commitment: 10 -20 hours a year

Chapter Communication/Marketing
Responsibilities
- Works with Membership Coordinator (Mariel) to make sure chapter webpage has the most up-to-date information listed
- Updates the template flyer and distributes it to leadership team and throughout the community
- Works with Mariel to review "Save the Date" emails
- Coordinates with leadership team to brainstorm other ways to spread the word about chapter events

Time Commitment
- 4-6 hours a year.

Chapter Membership/Community Initiatives Coordinator
Responsibilities
- Welcomes new members at chapter programs
- Manages sign in sheet during programs and create a welcoming environment
- Explores outreach opportunities regarding membership recruitment to chapter events

Time Commitment
- 4-6 hours a year.

Chapter Education Coordinator
Responsibilities
- Works with leadership team to choose a CE presentation from the CE Library (currently 10+ presentations available, 3 new decks created yearly) or submit original CE presentation paperwork
  - If creating original content complete the CE Application and CE Disclosure form and find a speaker to complete the CE outline and create a Slide Deck (25 slides or less)
- Whether using a ready to go presentation or creating original content, the Education Coordinator identifies a speaker. Speakers must complete a Bio and Disclosure form. If offering honorarium, speakers must complete a W9.

Time Commitment
- This depends on if you use the CE library or create original content.
- Commitment can range from 2-10 hours a year.