

## Chartered Chapter Liaison

APPOINTED BY: Regional Membership Director (RMD)  
ACCOUNTABLE TO: Regional Membership Director  
TERM: 1 year appointment

INTENT: This is the Resource Staff position that is recommended to the Regional Membership Director by the membership of the region by a process to be defined by the region, and that recommendation may come from a membership vote or other recommendation process. The RMD makes the appointment on an annual basis. Part of the Responsibility of this member of the Resource Staff is to be the 'voice' of the membership.

### Responsibilities:

- Represents the interests of chapter management and membership on the Regional Membership Staff
- Provides and facilitates a networking group or forum for chapter administrative leaders at regional events
- Communicates regularly with chapter administrative leaders, and brings concerns and needs to the Regional Membership Director and Resource Staff
- Designs and shares Growth and Retention Incentive programs with the chapter leaders in her region (Recognition, Longevity, Attendance, etc.)
- Shares international Growth and Retention Incentive programs with the chapter administrative leaders in her region
- Brings the educational needs of Chapter Administrative leaders to the Regional Education Director, or her designee, for inclusion in regional educational programming
- Visits/Maintains contact with chartered chapters to promote membership growth and retention
- Instills in the members of her region an awareness of their relationship to the international organization, to the region, and to other choruses
- Attends meetings of the Membership Resource Staff as requested

### Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience in Chapter Leadership
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected