

Chairperson Roles and Responsibilities

Chapter Objectives

The Buckeye Chapter intends to partner and interact more closely with each DFAS Columbus Center director and senior management team. This effort is needed to attain the organizational support necessary to encourage membership in the Chapter and to allow for the time to provide for a mutually beneficial and professional (and personal) development environment.

Committee Oversight

There are 12 committees, 9 primary (P) & 3 support (S). Each chairperson reports to and works with the following officers:

President President-Elect Secretary
Audit (S) Education & Scholarship (P) Historical (S)
Constitution & Bylaws (S) Membership (P) Publicity & Newsletter Ways & Means (P)
Nominations & Voting (P) (P) (Co-Chaired)
VP-Programs VP-Participation Treasurer
Meetings (P) Community Service (P) None
Workshops & Special Competition & Awards (P)
Events (P) (Co-Chaired) (Co-Chaired)

Term of Service

Official term is one business year -- from 1 October of the current calendar year to 30 September of next calendar year. In the current year you can expect to spend some days/weeks in August and September preparing to work with the current chairperson to lay the groundwork for (and transition to) your duties. The Chapter is discussing the possibility of extending the term to 1 ½ or 2 years.

Benefits of Service

These are opportunities and not guaranteed results; much depends on individual effort

You receive:

- Leadership and teamwork skills and experience.
 - Visibility with the local Chapter and the supporting organization(s).
 - Networking with Chapter leadership and the Center directors & senior management teams.
 - Recognition for your efforts, principally at the Chapter level.
 - A partially funded (registration & travel) 5-day trip (in late May or early June) to ASMCs Professional Development Institute (PDI). You must pay for any meals beyond those covered by registration – and for your lodging.
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General Responsibilities

As chairperson, you are responsible for:

- Implementing/overseeing your committee's responsibilities as outlined in the Committee Overview general & committee areas of the Chapter Guidelines.
 - Securing authorization from the Executive Board before implementing a new initiative or signing any document obligating the Chapter to expend funds.
 - Ensuring you set the example for Chapter participation by being visible at one or more of the Chapter's community service or fundraising events.
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Time Commitment (Typical Monthly)

Executive Committee Meeting - 1 - 1 ½ Hrs Non-Absorbed Time

Luncheon or Workshop - 1 Hour Absorbed Time; ½ to 1 Hr Non-Absorbed Time

Committee Meeting(s) - 1 - 1½ Hrs Non-Absorbed Time

Committee Management - As Needed; Non-Absorbed Time

Committee Planning - As Needed; Non-Absorbed Time

Due to dwindling organizational resources, you will need to contribute some of your own time to fulfillment of your duties. If your work schedule permits, your supervisor may approve added time for you to participate.

Personal Skills

To effectively perform the duties of a chairperson, the following are required. They do not need to be possessed at the time one accepts the position of chairperson. However, you must be willing to evidence efforts to obtain them; the Chapter will be helping.

There is no implied priority, grade-level requirement, supervisory/managerial experience, or super-human(ness) for any of these.

- Organization, Coordination & Delegation
 - Meeting Management & Leadership
 - Time Management
 - Budget Development & Monitoring
 - Oral Presentation & Written Report/Plan Development
 - Self-Starting, Self-Motivating, Self-Sacrificing
 - Team Leadership & Recognition; Negotiation and Compromise
 - Confidence, Tact, Diplomacy, Assertiveness, Congeniality
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Expectations

If you accept the commitment, fulfill it!

If you are unable to cope (or need help), ask for help!

Accept your own/others' mistakes and be willing to learn from them as a means to improve yourself, others & the committee!

Manage your work time to minimize work conflicts and to maximize your committee's efforts! Work with your supervisor to gain an understanding of and support for your commitment.

Act responsibly and professionally – i.e., meet your deadlines, plan ahead, follow through, make your reports, don't expect others to continually remind you to get things done.

Review the Chapter Meetings & Activities Plan and the Award/Documentation Submission Requirements on a routine and timely basis to ensure your committee's responsibilities are fulfilled.