

JOB DESCRIPTION

TITLE: Chapter Relations and State Affairs Director **EXEMPT**

REPORTS TO: Executive Director

FUNCTION: Directs activities between national and all official chapters. Facilitates the flow of information between the chapters and between the chapters and national. Assists chapters to enhance local activities, including education, membership development, public relations, and grassroots efforts. Responsible for complete management of the annual Chapter Leadership Day. Serves as staff liaison to the Chapter Relations Committee and the Council of Representatives. Also responsible for duties outlined below as well as other duties required.

DUTIES AND RESPONSIBILITIES:

1. Annual Conference Activities
 - a. Oversee and organize all chapter-related activities at conference
 - b. Assist in other areas as directed
2. Serve as liaison to selected committees: advise chair, attend meetings, prepare minutes, handle meeting set-up w/hotel, etc.
 - a. Chapter Relations
 - b. Council of Representatives
 - c. Legislative (State)
 - d. Bylaws
 - e. Nominating (Director)
3. Customer Service activities
 - a. incoming calls, voicemail, email responses
 - b. copying, faxing, mail, email
4. Legislative Activities
 - a. Monitor programs, distribute/file information
 - b. Assist ED in society legislative activity w/in states
 - c. Serve as main resource to staff for updates on all state licensing activities
 - d. all other assigned activities (outside of Leg. Committee work)
5. Membership Issues
 - a. assist with recruitment/retention efforts
 - b. create and promote chapter membership recruitment programs
6. Office Management
 - a. maintain all chapter files, update annually
 - b. attend all staff & director meetings
 - c. provide input on Staff-To-Do-List & Agendas
 - d. complete monthly timesheets
7. Maintain association management skills
8. Chapter Relations
 - a. Build and maintain relationships with chapter leaders by establishing regular contact and traveling to chapter meetings as necessary.

- b. Assist chapters in their activities, including government and public relations, education, and membership recruitment and retention.
- c. Research, write and mail a regular newsletter to chapter leadership.
- d. Develop program, perform meeting planning, publicize and manage the annual Chapter Leadership Day.
- e. Target areas where no chapters exist, work w/local membership to create
- f. Handle all new chapter processing, charter, paperwork
- g. Create and deliver chapter leadership training programs
- h. Other chapter programs as necessary

SKILLS:

- * Maintain professional demeanor
- * Working knowledge of computers in a windows environment
- * Proven accuracy and attention to detail
- * Demonstrate excellent oral and written communication skills
- * Demonstrate good meeting planning skills
- * Must be able to function as part of a team
- * Capable of setting priorities when multiple demands are present