

WIN Chapter Chairperson Job Description

Summary:

The WIN Chapter Chairpersons will manage and support the their local chapters. Reporting to the Executive Director to complete the following duties in event planning, income generating and operations.

Responsibilities and Duties:

I. Meeting and Event Planning

A. Scheduling

- Identify speakers and event details
- Firm dates and communicate with National office
- Create the annual schedule of events
- Furnish site information for travel sheets prep
- Delegate chapter duties

B. Event Management

- Prepare arrangements for meeting
- Prepare agenda
- Promote member enrollment
- Seek Event Sponsors

C. Marketing

- Communicate meeting PSA locally
- Seek sources and arrangements to share the meeting

II. Income Development

A. Marketing Packages

- Register persons for WIN's marketing packages
 - (business or corporate levels)
- Promote vendor tables for events
- Staff and promote WIN product tables sales at meetings
- Encourage Ads for The Source Magazine

B. Friend Building

- Collect and add leads to the WIN database
- Encourage subscribing to the WIN website
- Attend Networking opportunities and invite new persons

III. National Support

A. Operations Support

- Learn WIN Database for event management and friends listings
- Stock supplies and products
- Submit funds obtained
- Review monthly income and expense report for chapter

B. Consultation

- Recommend content to The Source Magazine
- Attend annual planning retreat
- Make suggestion for new directions and marketing opportunities

C. Other duties as assigned

- To be determined