



## **Chapter Leader Job Description, Duties and Responsibilities**

### **Summary**

The Chapter Leader owns the success of the chapter and leads the Chapter in fulfilling the Family of Women mission. She surrounds herself with the Chapter Leadership Team and the Weekly Meeting Leaders, who under her leadership own their part in the success of the Chapter. The Chapter Leader is responsible for all the Chapter business operations, and works directly with all Chapter Leaders for the overall success of the organization. She is a member of the Chapter Leader Team, being managed by the Chapter Leader Team Lead. As a member of that team she works alongside the other Chapter Leaders and Operational Teams in owning her chapters accountability and responsibility to the overall organization. She is in relationship with the Chapter Leader Team Lead for guidance and connection with Operational Teams and the Board.

All efforts are conducted in accordance with the organization's purpose/mission statement, standards and core values, while operating within Family of Women policies and procedures, and under the general direction of the Board of Directors.

The Chapter Leader understands the value of the Family of Women, engaging members to serve in higher-purpose, and to openly invite all women to join our circle.

### **Qualifications**

Current member in the Family of Women and attends Weekly Meetings, has completed leadership training, has successfully completed a leadership position, and has completed a minimum of two consecutive Weekly Meeting cycles within the last 18 months.

### **Term of Endorsement**

Endorsed by the Chapter membership for a term of 18 months.

The Chapter Leader is responsible for the success of the chapter, and as part of the Chapter Leader Team is responsible for owning the success of the organization. The Chapter Leader has a variety of responsibilities requiring relationship, leadership, and collaboration with the Board, Chief Operating Officer (COO), Chapter Leadership Team Lead, all Chapter Leaders, and the Operational Teams all working together to fulfill the Family of Women purpose/mission statement.

### **Duties and Responsibilities**

#### **1. Chapter Leadership**

- a. Leads and facilitates Chapter leadership team meetings/calls (typically 1 hour/week).
- b. Enrolls members to serve on the Chapter Leadership Team and Meeting Leaders.
- c. Holds and leads from the Chapter Vision.

- d. Leads the women in her Chapter to promote the FOW Mission.
- e. Upholds the FOW Standards and Core Values.
- f. Oversees the operation of the Chapter to fulfill the responsibilities of a Chapter as outlined in the Chapter Policy.
- g. Promotes member engagement and personal growth.
- h. Promotes organizational awareness and engagement with local and online communities.

## **2. FOW Organizational Operations**

- a. Serves on the FOW Chapter Leader Team with other Chapter Leaders to lead Organizational Operations through weekly meetings.
- b. Works alongside the other Chapter Leaders to own and complete the overall objectives of the chapters.
- c. Participate in combined leadership team meetings as determined by the COO.
- d. Collaborates with FOW Leadership (Board, COO, Finance Team, Media Team, Enrollment Team, Content Team, Events Team) to fulfill the mission.
- e. Adheres to FOW policies and procedures.
- f. Achieve Board objectives.

## **3. Relationships**

- a. Develops and owns relationships with Chapter Leadership Team members for the success of the Chapter.
- b. Develops and owns relationships with other key organizational leaders for the success of the Organization.
- c. Works in partnership with AA.
- d. Creates and maintains successful relationships with men's and women's organizations aligned with our FOW purpose.

## **4. Chapter Operations**

- a) Chapter Events, Weekly Meetings & Trainings
  - i) Works with the Chapter leadership team and members to offer Chapter events and Weekly Meetings.
  - ii) Provides opportunities for members to create and deliver content as a means of attracting members and event participants.
  - iii) Provides training opportunities for members to serve as leaders in the organization.
  - iv) Provides opportunities designed to empower members.
- b) Cycle Calendar
  - i) Works with AA to create a cycle calendar for chapter leadership team review.
  - ii) Utilizes the calendar as a planning tool for budgeting and to showcase activities
  - iii)
- c) Official Chapter Records
  - i) Responsible for sharing chapter records and information with incoming CL and AA and other accounts and records as developed.
  - ii) Budget – In partnership with the AA, creates an annual Chapter Budget as guided by the Finance Team.

- d) Communications
  - i) In partnership with the AA, establishes a means of communication so that the Chapter Leadership Team is aware of everything going on in FOW and is able to effectively communicate to the membership (See Chapter AA Job Description)
  
- e) Membership Records, Registration/Renewal
  - i) Oversees AA duties (see Chapter AA Job Description)
  
- f) Chapter Events
  - i) Participates with the LT in creating chapter event agendas.
  - ii) Oversees Chapter AA in creating and distributing chapter event email invitations. (See Chapter AA Job Description).
  - iii) Participates in presentation of chapter events as requested.
  - iv) Ensures incorporation of Community Service into the Chapter's cycle.