

Family of Women
Chapter AA Job Description
As of 8/29/20

Qualifications

Requires current FOW membership, selected by Chapter Leader (CL) to serve the same 18-month term as hers, and preferred to have successfully completed an FOW leadership training program or be mentored by the CL or another AA.

This is not a required leadership position. If this position is not filled, the CL and her leadership team should consider who is responsible for any or all these duties.

Duties and Responsibilities

1) Chapter Leadership Team

- a) Participates in chapter leadership team meetings/calls (typically 1 hour/week with additional scheduled as needed).
- b) Serves as Secretary recording and archiving of notes for each meeting per CL's wishes. Familiarity with Google Docs a plus.
- c) Replaces herself if unable to attend a chapter leadership team meeting/call.
- d) If unable to complete commitment for whatever reason, communicate it immediately with CL and work with CL to find a replacement.

2) Relationships

- a) Owns relationship with CL and as key to chapter success. Has periodic calls w/ the CL for the relationship.
- b) Develops relationship with all chapter leadership members outside of team calls.
- c) Maintains relationships with the other Chapter AAs.
- d) Becomes a resource for incoming AA.
- e) Develops a relationship with the Media Team for web data collection and use.

3) Cycle Calendar

- a) Works with CL to develop a cycle calendar for chapter leadership team review.

4) Official Chapter Records

- a) Responsible for maintaining official chapter records, accounts, and processes, with assistance and data from the website.
- b) Chapter leadership team access to group documents, call notes and agenda archiving.
- c) Maintains/assigns chapter conference lines and membership accounts (i. e. SurveyMonkey, Zoom, Constant Connect, MailChimp).
- d) Maintain chapter historical 6-month cycle end membership registration/program records.
- e) Contacts lists for chapter membership and outreach communication.

- f) Responsible for sharing chapter records and information with incoming CL and AA.
- g) And other accounts and records as developed.

5) Communications

- a) Distribute or make available (i.e. Google Docs) chapter leadership team meeting notes to team.
- b) Generate chapter membership broadcast emails (membership notices, newsletters, rosters, etc.)
- c) Outreach to alumni and friends or in partnership w/ "Chapter Outreach" woman.
- d) Maintain electronic distribution lists with assistance from the Media team/website.
- e) Distributes FOW Leadership communication to chapter members at CL request.
- f) Collaborates with CL to create membership surveys.
 - i) To determine next cycle's program participation (due out mid-May and mid-November).
 - ii) Whenever determined by the Leadership Team as required.

6) Membership Registration/Renewal

- a) Communicates with chapter members regarding registration process, deadlines, etc.
- b) Be point of contact for member questions about renewal/registration process.

7) Membership Records

- a) Review accuracy of chapter roster on website with CL
- b) Compile and distribute chapter roster each cycle and update on a timely basis as needed.
- c) Electronic format in official leadership team and/or membership-access areas.

8) Chapter Events

- a) Participates with the LT in creating chapter event agendas.
- b) Creates and distributes chapter event email invitations.
- c) Participates in presentation of chapter events as requested.
- d) Ensures incorporation of *Community Service* into the Chapter's cycle.

9) Chapter AA Team

- a) Chapter AAs share their practices with each other to enhance FOW communications.
- b) The team meets as needed.
- c) The team reviews and updates the Chapter AA Job Description and Duties and responsibilities list once a year.