

## **TIFA Assistant Chapter Chair Job Description**

### **Purpose:**

The TIFA Assistant Chapter Chair is responsible for assisting the Chapter Chair in the overall guidance of the TIFA Chapter. The Assistant Chapter Chair must be motivational, progressive and responsible for understanding and appreciating TIFA organizational policies and expectations. The Assistant Chapter Chair is responsible to the Chapter Chair, the Regional Chapter Chair Director, and the chapter membership.

### **Time Requirements:**

The time requirements of this position are estimated at 4-6 hours per month to address chapter responsibilities in addition to attending the monthly chapter meeting.

### **Meeting Requirements:**

The Assistant Chapter Chair must also be able to attend the following meetings:

- Chapter Requirements
  - Monthly chapter meeting
- Regional Requirements -
  - other meetings as necessary and/or assigned
- State Requirements -
  - other meetings as necessary and/or assigned

### **Responsibilities:**

- Is familiar with the TIFA Constitution and Bylaws and how to conduct the chapter according to the bylaws
- Presides at meetings of the chapter in the absence of the Chapter Chair
- Serves as secretary in the absence of the Chapter secretary
- Assists by suggesting and scheduling speakers and presents plans for meeting members' needs to the Chapter Chair
- Assists with reserving a meeting location if necessary
- Assists with the fundraising efforts for the state organization, and helps coordinate workshop/fundraising efforts at the chapter level

### **Responsibility Timeline:**