

TIFA Chapter Chair Job Description

Purpose:

The TIFA Chapter Chair is responsible for the overall guidance of the TIFA Chapter. The Chapter Chair must possess excellent time management skills; the ability to communicate ideas and expectations in a clear manner to a diverse assembly of members; and the ability to delegate duties for increased efficiency. The Chapter Chair must be motivational and progressive with actions and commitments and be responsible for understanding and appreciating organizational and TIFA Chapter policies and expectations. The Chapter Chair is responsible to the Regional Director, Executive Director, the Board of Directors, and the chapter membership.

Time Requirements:

The time requirements of this position are estimated at 4-6 hours per month to address Chapter responsibilities and 1-2 hours per month to address regional responsibilities in addition to attending the chapter meeting.

Meeting Requirements:

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

- Chapter Requirements
 - Monthly Chapter meeting
- State Requirements -
 - one state-wide chapter chair meeting per year
 - other meetings as necessary and/or assigned
- Regional Requirements -
 - minimum of one face-to-face/skype meeting every six months with Regional Director
 - one conference call/phone call with the Regional Director each month

Reporting:

The Chapter Chair will report directly to the designated Regional Director.

Responsibilities:

- In possession of and familiar with the TIFA Constitution and Bylaws and conduct the Chapter according to the bylaws
- Presides over meetings of the Chapter according to TIFA protocols
- Develops and presents plans for meeting members' needs to the Regional Director for review
- Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available including contacting & scheduling speakers for chapter meetings
- Responds to request for newsletter articles from Regional Director for quarterly newsletter (approx. 300 words submitted once a year)
- Insures that Assistant Chapter Chair and Secretary are properly trained for their jobs (If a position is vacant the Chapter Chair will assume monthly reporting responsibilities.)
- Ensures monthly report is electronically submitted by the secretary in a timely manner
- Submits expense reports when appropriate

- Identifies appropriate volunteers and presents their appointments to the Regional Director for review
- Represents the Chapter at all local TIFA/Criminal Justice-related gatherings
- Assist with the fundraising efforts for the state organization, and coordinate workshop/fundraising efforts at the chapter level
- Transfers Chapter records to the new Chapter Chair when appropriate.

Responsibility Timeline:

- Arrives at monthly meetings 30 minutes in advance to open doors and set up meeting
- Presents speaker plan to regional director 6 weeks prior to monthly meeting
- Arranges for speaker one month in advance of meeting when appropriate
- Submit newsletter article 3 weeks prior to newsletter publication date of the end of the months of Jan, April, July, and Oct.
- Ensures monthly report is electronically submitted by secretary within two weeks of the chapter meeting
- Orients/trains all chapter officers within one month of their nomination and selection.