

**Chapter Chair
Northwest North Carolina Chapter**

Location	Chapter
Position Title	Chapter Chair
Purpose	Oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained. The Chair is the senior volunteer leader of the chapter who presides at all meetings of the board of directors, the Executive Committee, and the chapter's membership. The Chair is an ex-officio member of all committees of the chapter.
Key Responsibilities	<ul style="list-style-type: none"> • Willingness to support the Red Cross Mission • Works with the chief executive officer or equivalent, board, and committee chairs to develop agendas for board of directors' meetings, and presides at these meetings. • Appoints volunteers to key leadership positions, including positions as board committee and service committee chairs • Supports the chapter's annual fundraising with his/her own financial contributions. Recognizes his/her responsibility to set the example for other board members. • Works with the board, paid and volunteer leadership in accordance with the chapter By-Laws, to establish and maintain systems for-- <ul style="list-style-type: none"> ○ Planning the chapter's operational and service effectiveness and setting priorities for future development ○ Controlling fiscal affairs ○ Acquiring, maintaining and disposing of chapter property ○ Maintaining a public relations program to ensure community involvement. ○ Ensuring the ethical standards of the chapter
Relationships	Chapter board of directors; Chief Executive Officer or equivalent
Qualifications	<ul style="list-style-type: none"> • A commitment to the American Red Cross and its values and an understanding of Red Cross objectives, organization, services, and the responsibilities and relationships of paid and volunteer staff • Leadership and management skills (including planning, organizing, implementing, monitoring, and evaluating skills) • Knowledge and influence in the community • Ability to work in a variety of roles • Ability to understand concepts and articulate ideas, sensitive to diversity issues
Training	<ul style="list-style-type: none"> • Orientation to American Red Cross • Board Orientation • Creating Leadership Connections (CLC)
Appointed by	Elected by Board of Directors
Reports to or Partners with	Board of Directors; Partners with Chief Executive Officer or equivalent
Length of Appointment	1 year, renewable
Time Commitment	8-10 hours per month
Development Opportunities	<ul style="list-style-type: none"> • Be a valued member of the Red Cross an organization that saves lives and educates people • Red Cross conferences, seminars, national convention • Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date

Revised date: _____