Job Description: Chapter Chair

Purpose of Position

The chair has overall responsibility for ensuring that the Chapter:

- Complies with Club policies
- Ensures a safe and productive environment for members and leaders
- Safeguards the Club’s reputation
- Make sure the work gets done in order to advance the Club’s mission

Responsibilities

The Chair will:

- Work with the ExCom to ensure the most appropriate volunteer and staff structure.
- Identify the right person for each particular job and help them to understand their job.
- Follow up to see that people have the support they need to do their jobs adequately.

Duties of the chair unless delegated:

- Arrange for executive committee meetings and ensure space is reserved. Two weeks’ prior to meeting, send reminder to chapter leaders. Send out agenda, directions, treasurer’s report, conservation report and any other materials one week prior to meeting; ensure administrative staff receives materials to assemble packets for members.
- Appoint/reappoint committee chairs and members, in consultation and with vote of the ExCom.
- Inform the national office of changes in committee leaders via "Blue Sheets."
- Appoint/nominating and election committees.
- Develop an agenda for each executive committee meeting, in consultation with staff and Excom members. (Request agenda items two weeks prior to meeting.)
- Conduct executive committee meetings according to the agenda.
- Conduct votes at meetings and by email between meetings as needed.
- Bring parties together to resolve problems and conflicts.
- Work with staff to communicate with general membership through the newsletter and electronic means. Write “notes from the chair” column for the newsletter and work with the editor and the chapter Director to ensure editor has sufficient articles and photos.
- Maintain a record of meeting minutes, conservation reports, policies, votes taken and significant actions.
- Serve as CCL delegate or alternate, and keep Group and Chapter leaders informed of significant information from Sierra Club National.
- Before leaving office, train a replacement.

Personnel responsibilities:

- The Chapter chair is considered the most senior individual at the Chapter level responsible for Chapter compliance with Club employment policies and all employment activities.
- Attends appropriate Club training and remains informed regarding Club employment policies and practices.
- Responsible for reviewing and approving staff time reporting for the Director.
- Manages the Director, conducting regular check-in calls and performance evaluations.
- Is a member of the Personnel Committee and consults with committee members on hiring,
performance reviews, and salary decisions.