



## Board of Directors Role Description

**Title:** Board Member for Chapter Development Programs

**Term:** Two Years

**Responsible to:** Responsible to the Board of Directors, members of WIAL-USA, the broader Action Learning Community and the general public. Reports to Chair of WIAL\_USA.

### General Responsibilities:

1. Contribute to the strategic priorities and direction of WIAL-USA by participating in regular strategic planning and monitoring of performance towards plan results.
2. Represent WIAL-USA and its programs and services to stakeholders including community, funders, and potential clients.
3. Ensure the financial health of WIAL-USA through conformance of up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
4. Ensure effective performance of WIAL-USA's programs through ongoing program planning and evaluation.
5. Ensure conformance to federal, state, and local policies and procedures.
6. Periodically review and ensure familiarity with WIAL-USA policies, bylaws, strategic plan, roles and responsibilities, and budget.
7. Regularly attends and actively participates in all Board of Directors teleconferences and meetings. At a minimum, Board members are expected to attend two-thirds of all meetings.
8. Dedicates a minimum of five hours per week to WIAL-USA activities.
9. Contribute to submitting a blog at least twice a year and is expected to contribute to the quarterly newsletter with new information for the membership at large.
10. Stays informed regarding Board policies and committee matters, prepares well for meetings, and reviews minutes and reports.
11. The Board position has a term of 2 years. The incumbent's performance will be evaluated after 9 months.

### Specific Responsibilities:

1. Directs the activities between all official chapters.
2. Facilitates the flow of information between the chapters and WIAL-USA.
3. Assists chapters to enhance local activities including education, membership development, public relations, and grassroots efforts.
4. Responsible for the Chapter Leadership Summit.
5. Oversees and organizes all chapter-related activities at the Annual Conference.
6. Assists with recruitment and retention efforts.
7. Creates and promotes chapter membership recruitment programs.
8. Maintains all chapter files and updates them annually.



9. Builds and maintains relationships with chapter leaders by establishing regular contact and traveling to chapter meetings as necessary.
  
10. Assists chapters in their activities including education and membership recruitment and retention.
11. Research and write a regular newsletter feature to chapter leadership.
12. Target areas where no chapters exist and work with local membership to develop new chapters.
13. Other chapter programs as necessary.