

# WESTOP SoCal Chapter

## Role and Responsibilities 2016 - 2017

**Position:** COE Fair Share Chair

**Purpose:** The purpose of the COE Fair Share chair is to coordinate the annual campaign that gathers funds for the Council for Opportunity in Education (COE). Funds come from personal contributions through our membership (WESTOP) and via COE Institutional Membership renewals. COE uses these funds to lobby on behalf of TRiO programs at the federal level in Washington D.C.

**Key Responsibilities:**

1. Attend Fair Share training (usually a webinar/conference call) and have a thorough understand of Fair Share and its purpose.
2. Table at chapter meetings/events and disseminate personal contribution forms.
3. Participate in monthly COE Fair Share conference calls.
4. Call institutions whose COE membership has expired or will expire and encourage them to renew.
5. Come up with creative ways to encourage members to contribute, especially in the 10 for 10 campaign.
6. Review contribution sheets monthly (sent by COE via email) and monitor personal contributions for the chapter. Ensure we're on track to meeting our goal.
7. Update COE institutional membership log contact information if updates found.
8. Maintain records of chapter members' personal contributions.
9. Prepare a written report one week prior to the scheduled chapter meetings and submit them to the president.
10. Participate in WESTOP and Chapter committees as needed.
11. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
12. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

**Elected by:** Appointed by the President.

**Term Length:** Two Years

**Time commitment:** 3-6 hours a month

**Reports to:** President