



## Chapter Secretary Position Description

**Overview:** Chapter Officers provide general oversight and strategic leadership of their chapter. Chapter Officers coach and mentor chapter members and work closely with the Region Officers and international committee chairs, to ensure that the goals of the association and the needs of the chapter members are met, along with providing communication to the Region Officers from the local chapter. They also partner with headquarters staff on regular activities and special projects as needed; as well as advance the objectives for chapters as defined in the Association's Articles of Incorporation.

**Role:** The Chapter Secretary shall keep a book of minutes of all of the meetings of the Chapter and the Executive Board, shall carry on all correspondence of the Chapter and shall perform such duties as may be required by the Executive Board.

**Qualifications:** A Chapter Secretary must be a member in good standing of the IRWA, a chapter or chapters of the Association (current membership paid in full). Ideally, a Chapter Secretary may have previously served as a Committee Chair.

**Competencies:** The Chapter Secretary should demonstrate the following core competencies:

- **External Awareness:** Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.
- **Entrepreneurship:** Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.