

WESTOP SoCal Chapter

Role and Responsibilities 2016 - 2017

Position: Membership & Elections chair/co-chair

Purpose: Serves as a liaison to the WESTOP Service Council Membership & Elections Committee and Chapter. Promote and recruit memberships with colleges that are not part of WESTOP and located in the Southern California region. Oversee all aspects of the election process. Election process includes: a current list of eligible candidates, familiarity with the voting process, and tallying ballots.

Key Responsibilities:

1. Promote, recruit, and retain membership information in the WESTOP SoCal Chapter.
2. Conduct phone banking to institutions that are not currently WESTOP members in the region.
3. Develop and update current procedures to be used in the election of the SoCal Officers.
4. Oversee all election procedures and ensures compliance by becoming familiar with the Roberts Rules of Order.
5. Maintain a current list of WESTOP Members in the SoCal region.
6. Participate in WESTOP and Chapter committees as needed.
7. Prepare a written report one week prior to scheduled chapter meetings and submit them to the President.
8. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
9. 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 SoCal Chapter President.

Term Length: 2 year position

Time commitment: 2-5 hours monthly

Reports to: President