

# WESTOP SoCal Chapter

## Role and Responsibilities 2016 - 2017

**Position:** Resource Development

**Purpose:** Serves as a liaison to the WESTOP Service Council Resource Development Committee and the chapter. The main role of this position is to assist the chapter in securing funds for chapter functions and scholarships.

**Key Responsibilities:**

1. Solicit private donations for student scholarships.
2. Coordinate and carry out chapter opportunity drawings and silent auctions during chapter meetings and the Professional Development Seminar.
3. Coordinate at least two fundraisers a year; these can be cultural or a sporting event.
4. Assist the professional and student development committees with fundraising funds for their conferences.
5. Serve as the Resource Development chair for PDS and SLC.
6. Prepare a written report one week prior to the scheduled chapter meetings and submit them to the President.
7. Participate in WESTOP and Chapter committees as needed.
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 President.

**Term Length:** 2 years

**Time commitment:**

The time commitment is approximately 2-4 hours per week.

**Reports to:** President-Elect