

CHAPTER OFFICER POSITION DESCRIPTION

POSITION TITLE:	Organizing Chair
PURPOSE:	The Organizing Chair is the elected head of organizing efforts in the Chapter.
TYPICAL DUTIES:	Chair of the Organizing Committee. Works with the LRR to develop recruitment programs (new employee orientation, cold calls). Oversees event planning. Coordinates with statewide leadership during the contract campaign. May head a building network committee.
TIME COMMITMENT:	Executive Committee meetings –One hour per month. Organizing Committee meetings (agenda and meeting) – Two hours per month. Direct recruitment activities (optional) – One to two hours per week. Building network committee (optional) – Three hours per quarter.
TRAINING:	Basic Steward Training
REPORTING RELATIONSHIPS:	Reports to the President. Reports to the Chapter Executive Committee. Reports to the LRR. Directs organizers.
RELATIONSHIP TO OTHER OFFICERS/PROGRAMS:	The Organizing Chair is specifically assigned to the organizing program. The Organizing Chair sits on the Executive Committee and reports on recruitment and other organizing. Organizing coordinates with Communications in events and other mobilization efforts.
ELECTED/APPOINTED BY:	The Organizing Chair is elected by chapter members to a three-year term.