



Chapter Leader & Committee Job Descriptions

Terms: 2 years

Time Commitment: 10-15 hours per month

(The chapter leader assumes all job duties if there are no other volunteers to form a committee)

Chapter Leader/Co-Leader Role:

- To provide leadership and direction to your chapter.
- To serve as an ambassador on behalf of the chapter and the Pink Boots Society at programs and ceremonies in your area.
- Collaborate with Chapter Liaison and Pink Boots Society board to offer ideas and feedback for the direction and program goals for the chapters.
- Prepares at least 2 educationally based meetings a year and makes calendar events through our membership system
- Creates all meeting events in our membership system/calendar
- Presides at chapter meetings.
- Familiarizes themselves with the chapter SOP and all other training materials and adheres to the SOP
- Ensures chapter annual plan, events calendar and budget are on file with the chapter liaison
- Helps to keep our member's membership up to date by asking them to renew and update their profiles in our membership database
- Checks to see that your chapter's closed facebook member list is composed of current, paying members
- Establish and nurture relationships with PBS in your community
- Responds to correspondence to the PBS email in a timely manner (expected to check at least once a week)
- Identifies, motivates, and thanks chapter volunteers and members.
- Follows through with regular communication to Chapter Liaison
- Serve as your Chapter community's Community Admin.

Membership Coordinator/Secretary:

- Assist chapter leader(s) as necessary and directed
- Responsible for check-in at meetings and handles at the door registrations
- Takes minutes at every meeting and distributes them to chapter afterward
- Recognizes our legal responsibility to keep minutes and accurate attendance of each meeting
- Sends chapter liaison a copy of minutes
- Responsible for keeping meeting materials stocked (pens, name tags, etc)

**Financial Liaison:**

- Assist chapter leader(s) as necessary and directed
- Reports to national financial liaison
- Attends/listens to recordings of every finance committee meeting and reports information back to chapter
- Responsible for making sure chapter specific funding/checks stay with chapter
- Reports chapter finances to leader
- Must familiarize themselves with Chapter Finance SOP and adhere to it
- Handle any chapter specific scholarships with the board member in charge of scholarships

Marketing Chair:

- Assist chapter leader(s) as necessary and directed
- Plan chapter recruitment
- Create all media for chapter
- Use brand guidebook
- Work with the board member in charge of branding with questions
- In charge of ordering any chapter kit materials
- Handles all social media for chapter
- Help create fundraising opportunities for chapter

Brew Day Liaison:

- Assist chapter leader(s) as necessary and directed
- Find and create opportunities for our annual Pink Boots Society Collaboration Brew Day
- Follow through on donations after the beers are released working with the chapter financial liaison
- Create other brew day opportunities outside Pink Boots Society CBD to raise money for the chapter