

CHAPTER AND SECTION COORDINATOR POSITION DESCRIPTION

Position: Chapter and Section Coordinator
Status: Full-time, exempt
Reports to: Chief of Membership, Marketing and Communications

Summary

The Chapter and Section Coordinator serves and strengthens ASPA's network of geographic Chapters and subject-matter Sections. The coordinator (1) develops and implements programs designed to improve the National Office's relationship with ASPA Chapters and Sections; (2) provides Chapters and Sections with the tools they need to better serve their members and effectively communicate with each other; and (3) facilitates the growth of existing Chapters and Sections and works with current members to develop new ones.

The coordinator is the National Office's "point person" on all Chapter and Section activities and works with the communications, membership and program development staff to effectively execute his or her responsibilities. This is a critical job function within the organization's strategic priorities.

Duties and Responsibilities

Liaise Between ASPA's Nation Office and Field Leaders

- Obtain all relevant data regarding Chapters and Sections including officers' information, contact details, website data, social media links, etc.. Ensure accuracy on an ongoing basis and update all data in ASPA's database and on the ASPA website.
- Maintain continuous contact with Chapter and Section leadership, including regular proactive check-in calls to offer assistance and gauge level of activity.
- Serve as staff liaison primarily responsible for developing any in-person meetings that include Chapter and Section components. Work with elected leadership to develop agendas and communicate with Chapters and Sections to ensure maximum attendance.
- Serve as the central point of contact for Chapter and Section activity associated with the annual conference including ASPA workshops, Section-hosted symposia, business meetings, promotional activities and more. Work with ASPA's director of professional development on appropriate timing for program content throughout the agenda.
- Promote ASPA's annual awards program to Chapters and Sections to ensure maximum level of participation.
- Attend local Chapter's monthly programs to demonstrate the national organization's commitment to Chapter-level work.
- Secure required activity and financial reporting from each Chapter and Section on an annual basis.
- Process Chapter and Section rebates in a timely and efficient manner, based on affiliate compliance with ASPA policies and procedures.

- Ensure Chapter and Section IRS compliance annual, including monitoring tax exemption status; provide assistance and complete required IRS documentation for Chapters and Sections on an as-needed basis.
- Maintain centralized filing for all Chapter and Section information, including membership lists, program fliers and details, annual activity and financial reporting.

Provide Tools to Enable Chapters and Sections to Better Serve Their Members

- Provide Chapter and Section member lists on a monthly basis to field leadership in formats that are easiest for the leaders to access/use.
- Provide new Chapter and Section member information to Chapter and Section leadership on a rolling basis. Ensure proper data maintenance.
- Maintain the Chapter and Section toolkit with best practices taken from other affiliates.
- Develop recurring regional-based Chapter teleconferences/webinars.
- With Chapters and Sections, develop e-learning opportunities across ASPA's webinar platform.
- Maintain a comprehensive schedule of all Chapter- and Section-level activities, awards and programming. Promote this schedule online and highlighted upcoming activities in the newsletter.

Facilitate Growth of Existing and New Chapters and Sections

- Work with members to create and/or reinvigorate non-existent or dormant chapters across the country.
- Work with regional affiliate groups to proactively integrate Chapter and Section content and members into their annual conferences.
- Other duties as assigned.

Qualified candidates should forward a cover letter, salary requirements, resume and a writing sample to Karen Garrett (kgarrett@aspanet.org). No phone calls, please. ASPA is an Equal Opportunity Employer.