

# CHAPTER OUTREACH COORDINATOR

## 1 WHEN FIRST ELECTED

- Meet with the outgoing COC to obtain any files.
- Contact PR Director for access to chapter fb page.
- Join COC fb group.
- Meet with other officers to review chapter health/status. Plan to meet each quarter with other officers.

## 2 EVERY MEETING

- Gather chapter news/updates, photos, links to chapter events to share on your chapter's page.
- Schedule those posts.
- Ensure members "check in" to meetings.

## 3 ONGOING

- Edit chapter FB group to include current members.
- Ensure new members connect with WBNs pages and groups.
- Gather member spotlights to share (see COC fb group). Participate in COC fb group.

## 4 AT THE END OF YOUR TERM

- Meet with the incoming COC 1-2x during your last month to help set her up for success!

### TERM

6 or 12 months

### TIME NEEDED

2-4 hours per month

### SUCCESSION

Anyone with a strong digital media ability or who wants to learn. Training is provided.

### HELPFUL TRAITS

Positive attitude  
Proactive & willing to learn

### PLAN TO ATTEND

Chapter Officer meetings +  
Leadership trainings 2x per year

## QUICK LINKS

[WBN website](#)

[Chapter Leader Resources](#)

[Marketing Asset Library](#)

[Growing Your Chapter](#)

[COC Facebook Group](#)

[Member Spotlight Questions](#)

[Calendar of Events](#)

[WBN Policies](#)

[MSC Contact](#)

[PR Director Contact](#)

[Find Your Board Liaison](#)

**WE'RE HERE TO HELP!**  
Reach out if you need assistance!

