

CHAPTER CHAIR

1 WHEN FIRST ELECTED

- Meet with the outgoing Chair and schedule a meeting with the other new Chapter Officers.
- Plan to meet each quarter.

2 EVERY MEETING

- Send a meeting reminder & agenda to members 5 days prior to meetings.
- Arrive early and greet all visitors.
- Start on time. Preside over the meeting.
- Call for votes as needed.

3 ONGOING

- Maintain schedule of presenters.
- Cancel meetings if necessary.
- Get assistance from WBN if your chapter is experiencing issues (see links)

4 AT THE END OF YOUR TERM

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

TERM

3, 6, or 12 months

TIME NEEDED

2 hours per month

SUCCESSION

Typically filled by outgoing Secretary

HELPFUL TRAITS

Positive attitude
Strong facilitation skills
Ability to work w/ others

PLAN TO ATTEND

Chapter Officer meetings/trainings 2x per year

QUICK LINKS

[WBN website](#)

[Chapter Leader Resources](#)

[Agenda Template](#)

[Presenter Schedule](#)

[Calendar of Events](#)

[Growing Your Chapter](#)

[WBN Policies](#)

[MSC Contact](#)

[Find Your Board Liaison](#)

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

