

Position Description for Chair - Elect

"The Chair-Elect shall serve a term of two (2) years, succeeding to the office of Chair upon completion of that term. The Chair-Elect shall serve as the Presiding Officer of the Interest Network (IN) Leadership Team during the absence of the Chair." The Chair-Elect shall perform the following duties and functions:

General Responsibilities and Roles:

The Chair-Elect serves as presiding officer of the organization during absences of the IN Chair and remains prepared to assume the office of Chair, if and when vacated. S/he may serve as the organizational spokesperson during the absence or unavailability of the Chair.

The Chair-Elect will complete duties as developed with the Chair in the areas of 1) the IN web site, 2) general IN administration, 4) legislative policy, and 5) relations with other professional associations and the national AAMFT office.

The Chair-Elect begins to develop goals and plans for his/her upcoming succession to Chair, including organizational objectives, inherited projects, budget, committee appointments, etc.

The Chair-Elect will assist the Chair in the overall functioning of the IN.

Position requirements:

The position of Chair requires that

- 1.) you reside in the state of Oregon,
- 2.) have five (5) years AAMFT membership OR licensed by the state of Oregon to practice as a Licensed Marriage & Family Therapist.

Daily Operations Functions

- Attends all IN Leadership Team meetings, participates in all email discussions and responds to all telephone contacts.
- Attends the annual AAMFT leadership training.
- Other duties as developed with the Chair.
- State Conference:
 - The Chair-Elect has primary responsibility of working with the Conference Committee for organizing and coordinating the annual state conference.
 - Will assist the Conference Committee in developing a state conference committee to complete the following tasks:
 - Identify a conference theme.

- Identify a conference site and all necessary site arrangements including parking and lunch.
- Develop an advertisement campaign including use of mailings, conference brochure, IN web site, and other communication methods.
- Develop a conference brochure.
- Development of a registration process.
- Development of conference budget.
- Development of an application review and notification process.
- Keep the Board informed of progress.