



## Chapter Vice President Position Description

**Role:** As a member of your chapter, you have been active in its local committee affairs and you have served on the Chapter Executive Board. Now you are assuming the second highest position within chapter leadership and your horizon extends beyond the limits of your community, your area, and your region, to the total community of the International Right of Way Association. In the beginning of our organization, its purpose was primarily directed to serve a small constituency confined to a restricted geographical area. But in April 1964, when Frank Balfour, formally incorporated the American Right of Way Association, the horizons of the organization expanded. Today the Association has grown to seventy-five chapters spanning the United States, Canada and South Africa with affiliates in Japan and the United Kingdom. The Association is truly international in scope and character.

Now you are next in line to lead one of these chapters, and its professional future rests squarely in your hands. How the chapter fares over the upcoming year is up to you.

One of your major jobs as vice president is work with the current chapter president to motivate as many good people as possible to share the work of the chapter.

Your greatest challenge will be to work as a team to motivate everyone towards an agreed upon common goal by incorporating the following characteristics into your leadership:

- Listen
- Recognize and Acknowledge
- Delegate
- Be Positive
- Build Vision

The Chapter Executive Board should make formal business matters flow more easily. However, do not alienate the regular members by stripping the membership of both their responsibilities and rights of approval. An informed member is more likely to be a participating and contributing one.

**Qualifications:** A Chapter Vice President must be an IRWA member in good standing (current membership paid in full). Ideally, a Chapter Vice President will have served in the Chapter Officer roles, Secretary, Treasurer and Vice President prior to becoming the Chapter President. If you haven't already, become familiar with the IRWA by-laws and your chapter by-laws.

### **General Responsibilities:**

As the Chapter Vice President, your primary responsibility is to assist the current Chapter President as needed and perform as the Chapter President if the current president is unable to perform the duties and responsibilities of the office.

You will be asked by the Chapter President to work with fellow officers and committees, to assist in setting the plans for the year's activities: technical, educational programs, membership growth, publicity, finances, social and other activities, including the Region Forums.

To participate in organizing the chapter's efforts by implementing the goals established by the president and chapter board of directors according to the IRWA and chapter by-laws.

1. Assist with increasing participation among the members in committee assignments and other appointive positions.
2. In the absence of the Chapter President, preside at all meetings of the chapter and its Executive Board.
3. Assist with keeping the International Headquarters, International Governing Council (IGC) and the International Executive Committee (IEC) informed of the chapter's activities by providing your Region Chair with periodic reports.
4. If requested by the Chapter President, represent the chapter as a member of your Region Forum, and to report back to the chapter on regional activities.
5. Assist with providing to the Region Chair a membership, education, professional development and communications report of the chapter's goals and objectives prior to each spring and fall forum.

#### **Specific Duties:**

- Meet with the officers of your chapter to discuss the goals and objectives established with the current president – Discuss and obtain buy in on the goals and objectives for the year:
  - Be involved in setting goals in the areas of membership growth, education classroom and online course attendance, membership communication outreach (marketing), annual tax filing and fiscal objectives (budget, reserves etc.).
  - In the absence of the Chapter President, participate in quarterly Chapter President conference calls (scheduling and facilitation of conference calls will be provided by the IRWA Business Development Officer).
  - Assist with the coordination between committee chairs takes place. Education Chairs should be providing membership and PDC Chairs lists of non-members who have attended a chapter course for follow-up for membership in the IRWA and the chapter.
  - In the absence of the Chapter President, chair all chapter board meetings. Develop an agenda, distribute to chapter board members prior to a scheduled board meeting along with the previous meetings minutes.
  - If the chapter president is unable to attend, represent the chapter at the spring and fall forums.
  - Familiarize yourself with the Chapter Toolkit located on the IRWA website in the Leadership Resources section.
- Budget and financial oversight of chapter budgets:
  - At the direction of the Chapter President, assist with establishing financial goals for your chapter.
- Infrastructure of the chapter:
  - Actively recruit chapter committee membership.
  - If requested by the Chapter President, participate in adhoc task committees as needed.
- Leadership and succession direction:
  - Work with chapter officers to plan for successful succession planning.
  - Meet with outgoing Chapter President, one month prior to the expiration of their term to discuss strengths, opportunities and continuity of current goals and objectives.
  - Discuss strategic goals for leadership development, recruitment, and retention at the chapter level with current Chapter President.

- Ensure that the IRWA brand is maintained in the marketplace.
  - As directed by the Chapter President, work with your Communications Chair, webmaster and/or newsletter editor, ensure that all outdated logos, applications and information is updated frequently.

**As the Chapter Vice President, you may be asked to oversee the following. Your involvement in the areas below will assist greatly in your experience and understanding of leading your chapter when you take on the chapter president role next year:**

**Key Activities:**

1. Facilitate the flow of information between the Chapters, Region and Headquarters:
  - Work with current Chapter President to maintain a close relationship with each chapter board members in order to know the individuals responsible for important tasks such as financial reporting, educational programs, membership, professional development (certifications and designations) and communications.
  - Become familiar with headquarters staff and their functions and responsibilities to better know where to get answers and help for the chapters.
  - Working with the current Chapter President, filter and prioritize the requests from of the chapter to the region and headquarters.
2. Facilitate the flow of information between chapter service and committee chairs:
  - Establish and maintain a chapter newsletter (if feasible).
  - Establish and maintain a chapter website (if feasible).
  - Keep each chapter board member apprised of what is happening in yours and other chapters.
3. Promote communication between chapters:
  - Become a member of the various IRWA LinkedIn groups.
  - Attend and participate in the quarterly Chapter President conference calls with other chapter presidents.
4. Coordinate the education efforts of the chapter:
  - Ensure that both classroom and online courses are promoted that meet chapter member credentialing needs and chapter education goals.
  - Where possible try to coordinate the presentation of classroom and online courses with a common goal such as the acquiring of a particular certification.
5. Leadership training within the chapter:
  - Include leadership training at several chapter board meetings.
  - Using the online videos created by the IRWA Leadership Institute, select a minimum of two topics to be viewed then discussed by chapter board members.
  - Develop a leadership succession plan within your chapter.
  - Identify leadership weaknesses within the chapter and prepare a plan to strengthen them.

6. Promote Professionalism:

- Stress the importance of the SR/WA and certification programs to the members.
- Working with IRWA headquarters, promote the SR/WA and certification programs to the decision makers within private industries and governmental agencies.

7. Promote financial responsibility within the chapter:

- Encourage your board to reinvest surplus funds to promote membership, education or funding chapter and/or region committees and officers.

8. Liaison with International Committees:

- Encourage qualified individuals to represent the chapter to serve on international committees.
- Communicate with committee chairs and monitor the level of involvement and participation of chapter representatives to ensure the chapter is receiving value.
- Make sure that necessary information from the chapter committees flows to chapter members via posting of reports on chapter website, respective region representative and on to the international committee.

9. Membership:

- Track membership trends within the chapter.
- With the membership chair and board of directors, establish membership growth goals. Participate in incentive programs offered through IRWA headquarters.
- With the membership chair and board of directors, establish membership retention goals.
- Ensure that the membership chairs is moving the approval process of new members within the chapter and are approved by the respective chapter in a timely fashion.
- Work with private industry and governmental agencies within the region to promote the value of membership in the organization.

10. Education:

- Track classroom and online course attendance within the chapter.
- With the education chair and board of directors, establish classroom and online course growth goals. Participate in incentive programs offered through IRWA HQ.
- Ensure that the education chair is promoting the online courses for those members who cannot attend onsite classroom courses.
- Actively communicate the IRWA career path to members, private industry and governmental agencies within the chapter to promote the value of IRWA membership.

11. Spring and Fall Forums:

- Attend as the chapter representative all spring and fall forums. Work with your Membership, Education, PDC and Communications Chairs to provide the completed chapter report forms located in the Leadership Resources section of the IRWA website. These forms are to be turned in to the Region Chair prior to attending the spring and fall forums.

- **Total Time Commitment: 10.0 hours per month (not including board meeting attendance)**