

Chapter operations director

- Central point of contact for volunteer management and all chapter administrative practices, information, etc
- Primary liaison with Membership and Volunteer Engagement COE President to ensure timely and effective selection, vetting and placement of chapter leaders.
- Manages the nomination and submission process for HBA's chapter recognition awards
- Chapter operation: organizes preparation, execution and manages follow ups of chapter exec committee and board meetings
- Governance: ensures chapter wide compliance with association governance requirements
- On-boarding: supports creation of materials and delivery of chapter specific volunteer onboarding
- Provide monthly board reports to regional council secretary
- Maintains chapter board and committee leader contact data, chapter communities and access privileges to ensure effective communications and volunteer placements
- Creates and manages an engaged group of volunteers, as needed, to fulfill the Operations Manager role.

Key tasks of chapter executive committee

- Set the vision and key strategic initiatives for the chapter in collaboration with the chapter board and in alignment with the HBA vision and strategic imperatives
- Ensure the chapter is in compliance with all HBA operating policies and bylaws and all relevant laws in their jurisdiction
- Ensure the chapter is in compliance with financial guidelines and policies
- Participate in association meetings and discussions to drive offering, process and value innovations and continuous improvement
- Motivate, engage and empower board members and committee chairs
- Track and monitor key chapter deliverables and progress towards goals
- Ensure all board members actively participate with their respective HBA functional colleagues
- Foster volunteer recruitment and recognition efforts; oversee board orientation; establish effective leadership within each functional area in support of the chapter goals; manage chapter succession planning