

Title: Bay Area ISPI President

Job Purpose: Provides Leadership and Guidance to the chapter

- Primary Duties
- Conducts chapter conference calls and chapter meetings
 - Attends chapter leadership training events (~ six times per year)
 - Attends chapter leaders workshop
 - Leads the review process of the bylaws annually
 - Sets chapter annual strategy
 - Manages chapter organization
 - Collaborate with chapter leadership team to refine and implement the strategic plan while ensuring that priorities are aligned with Bay Area ISPI Chapter core mission
 - Attends ISPI Chapter leaders meetings (as called) and contributes to the overall success of ISPI
 - Sets clear priorities, delegates, and guides investment in people and systems;
 - Interacts collaboratively with ISPI chapter leaders
 - Establish effective decision-making processes that will enable the Chapter to achieve its long- and short-term goals and objectives
 - Cultivate a strong and transparent working relationship with the chapter board and ensure open communication about financials and performance
 - Help build a diverse and inclusive board representative of the Bay area community that is highly engaged and willing to leverage and secure needed resources
 - Ensure the delivery of high quality services while managing for current and future growth
 - Ensure the organization is operating in a manner that supports the needs of the program and staff
- Qualifications
- Must be a current member of the ISPI
 - Must be able to commit 10+ hours per month to the chapter
 - Provide inspirational leadership and direction and ensure the continued development and management of a professional and efficient organization
- Knowledge level required
- Knows the responsibilities of being a chapter leader as defined by ISPI
 - Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
 - Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder
 - Strong commitment to professional development
 - Successful track record of recruiting and retaining a diverse team
 - Knows when to get others involved on the calls (know limitations)

Skills &
Competencies

Customer service; phone, knowledgeable on ISPI processes and procedures; quality focus; listening, multi-tasking; time management; communication; computer literate-can easily navigate web sites, strategic and analytic, organization and problem solving skills which support and enable sound decision making; CPT preferred, business acumen

Title: Bay Area ISPI President Elect

Job Purpose: Provides Leadership and Guidance to the chapter. The president elect is the successor to the president when the president's term ends.

Primary Duties

- Attends chapter conference calls and chapter meetings; conducts meetings in the absence of the president when requested
- Attends chapter leadership training events (~ six times per year)
- Attends chapter leaders workshop per year (if able)
- Conducts, analyzes and disseminates end of year survey and in preparation for upcoming years strategic planning
- Participates in setting Chapter annual strategy
- Acts in a mentee/mentor capacity to current president as he/she accumulates chapter information throughout the year
- Assumes the role of those leadership positions not filled
- Collaborates with chapter leadership team to refine and implement the strategic plan while ensuring that priorities are aligned with Bay Area ISPI Chapter core mission
- Attends a minimum of 4 ISPI Chapter leaders meetings conducted by the CLPC
- Supports the president in setting, achieving and evaluating chapter goals
- Advises chapter officers on relevant issues
- Participates in succession planning, including recruiting new board members
- Must be a current member of the ISPI
- Reviews the objectives and accomplishments of other officers and leaders with president
- Must be able to commit 10+ hours per month to the chapter
- Providing inspirational leadership and direction, and ensure the continued development and management of a professional and efficient organization
- Knows the responsibilities of being a chapter leader as defined by ISPI

Qualifications/
Knowledge
Required

- Excellent coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus among differing opinions
- Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team

Skills &
Competencies

Leadership, strategic thinking, customer service skills; HPI practitioner; quality focus; listening, multi-tasking; time management; communication skills; project

March 7, 2014

PRESIDENT ELECT JOB DESCRIPTION

management, CPT preferred, business acumen

Title: Bay Area ISPI Vice President of Finance

Job Purpose: Manages finances for the ISPI Bay Area Chapter

Primary Duties	<ul style="list-style-type: none">• Attends chapter conference calls and chapter meetings• Attends chapter leadership training events (~ six times per year)• Attends chapter leaders workshop once per year (if able)• Conducts monthly guidance meetings with committee meetings If applicable• Create annual budget• Collects dues and fees at joining, functions, events• Has fiduciary responsibility for chapter• Manages finances for the chapter• Presents income statements/balance sheet data at quarterly meetings• Provides finance information to President and other members on leadership team as needed• Supplier management• Files tax returns at year end (non-profit status 990)
Qualifications	<ul style="list-style-type: none">• Must be a current member of the ISPI• Must be able to commit 10+ hours per month to the chapter• Finance & accounting• QuickBooks (or similar) book keeping software
Knowledge level required	<ul style="list-style-type: none">• Knows the responsibilities of being a chapter leader as defined by ISPI• Program management• Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions• Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder
Skills & Competencies	Leadership, customer service; quality focus; listening, multi-tasking; time management; communication; computer; program/ project management; ability to meet deadlines; delegation; finance

Title: Bay Area ISPI Vice President of Marketing

Job Purpose: Provides marketing and communications for the chapter

Primary Duties	<ul style="list-style-type: none">• Attends chapter conference calls and chapter meetings• Attends chapter leadership training events (~ six times per year)• Attends chapter leaders workshop once per year (if able)• Conducts monthly guidance meetings with committee members If applicable• Oversees the production of chapter newsletter including:<ul style="list-style-type: none">-Obtaining articles; formatting; publication and dissemination• Authors announcements as required for chapter sponsored events• Keeps news and announcements up to date on the website• Develops and manages social media channels• Works with chapter leadership to develop communication vehicles
Qualifications	<ul style="list-style-type: none">• Must be a current member of the ISPI• Must be able to commit 10+ hours per month to the chapter• Marketing strategies
Knowledge level required	<ul style="list-style-type: none">• Responsibilities of being a chapter leader as defined by ISPI• Program management• Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions• Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder
Skills & Competencies	Leadership, customer service; quality focus; listening, multi-tasking; time management; communication; Computer skills; program/ project management; ability to meet deadlines; delegation; marketing

Title: Bay Area ISPI Vice President of Membership/ Recruitment

Job Purpose: Provide engaging programs to recruit /grow and maintain the ISPI Bay Area chapter.

- Primary Duties
- Attends chapter conference calls and chapter meetings
 - Attends chapter leadership training events (~ six times per year)
 - Attends chapter leaders workshop once per year (if able)
 - Conducts monthly guidance meetings with committee members if applicable
 - Participates in setting chapter annual strategies
 - Develops and implements an outreach strategy for recruitment of new volunteers
 - First point of contact for volunteer recruitment
 - Responsible for the initial interview to help volunteer determine what position would be the best fit for the individual as well as the chapter
 - Work alongside Chapter committee chairpersons and VPs to help ensure knowledge of recruiting needs, volunteer satisfaction and retention
 - Coordinate, manage and track all volunteers by maintaining a master Chapter volunteer status list
 - Report volunteer status at each monthly Chapter meeting
 - Maintains current membership list
 - Develop and execute volunteer surveys and polls, focus groups, and interviews to determine volunteer needs and programs.
 - Develop and maintain volunteer marketing and promotional materials, including welcome letters and volunteer orientation
 - Develop and maintain a Volunteer Handbook
 - Work with leadership on communicating both specific and general volunteer needs through website, and other communication vehicles
 - Respond to requests for information from members about benefits and responsibilities for volunteering in the Chapter
 - Administer Volunteer Member of the Year Award to most valuable member, as determined by the President, President-elect and Past President
 - Complete annual award applications for ISPI Outstanding Chapter and assist other Chapter areas apply for chapter awards, given at annual ISPI conference
 - Coordinate, manage and track all membership activities
 - Report membership status at each monthly Chapter meeting, and quarterly to ISPI
 - Ensure each new member receives a welcome letter within 48 hours of joining the chapter
 - Respond to requests for information from members

March 7, 2014

**VICE PRESIDENT OF MEMBERSHIP / RECRUITMENT
JOB DESCRIPTION**

Qualifications	<ul style="list-style-type: none">• Must be a current member of the ISPI
Knowledge level required	<ul style="list-style-type: none">• Must be able to commit 10+ hours per month to the chapter• Knowledge of volunteer recruitment & management a plus• Knows the responsibilities of being a chapter leader as defined by ISPI• Knowledge of program management• Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions• Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder.• Strong commitment to professional development• Successful track record of recruiting and retaining a diverse team
Skills & Competencies	Leadership, customer service; knowledgeable on ISPI processes and procedures; quality focus; listening, multi-tasking; time management; communication; computer literate-can easily navigate web sites; program/ project management; ability to meet deadlines; delegation

Title: Bay Area ISPI Vice President of Programs

Job Purpose: Provides engaging programs to recruit /grow and maintain the Bay Area ISPI chapter.

Primary Duties

- Attends chapter conference calls and chapter meetings
- Attends chapter leadership training events (~ six times per year)
- Attends chapter leaders workshop once per year (if able)
- Conducts monthly guidance meetings with committee members
- Participates in setting Chapter annual strategies
- Provides strategic leadership and ensures the creation, implementation and integration of programs in alignment with the chapter's mission, methodology and strategic direction
- Research and interface with existing programs offered through other organizations that may be of interest to the general membership
- Attends a minimum of 4 ISPI Chapter leaders meetings and contributes to the overall success of ISPI
- Advises chapter officers on relevant and emerging performance improvement trends
- Participates in succession planning, including recruiting new board members
- Provide inspirational leadership and direction , and ensure the continued development and management of a professional and efficient organization

Qualifications
Knowledge
level required

- Must be a current member of the ISPI
- Must be able to commit 10+ hours per month to the chapter
- Knows the responsibilities of being a chapter leader as defined by ISPI
- Knowledge of program management
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder
- Strong commitment to professional development
- Successful track record of recruiting and retaining a diverse team

Skills &
Competencies

Leadership, customer service; phone, knowledgeable on ISPI processes and procedures; quality focus; listening, multi-tasking; time management; communication; computer literate-can easily navigate web sites; program/ project management; ability to meet deadlines; delegation

Title: Bay Area ISPI Vice President of Technology

Job Purpose: Provides compelling advice and technical solution implementations to satisfy the needs of Bay Area ISPI chapter members.

Primary Duties

- Attends chapter conference calls and chapter meetings
- Attends chapter leadership training events (~ six times per year)
- Attends chapter leaders workshop once per year (if able)
- Conducts monthly guidance meetings with committee members if applicable
- Participates in setting chapter annual strategy
- Develops and maintains chapter web site
- Acts as a technical liaison between technical service providers and chapter in order to resolve technology issues, concerns and requests
- First point of contact when members raise technology issues
- Acts as point of contact for tech support for training, workshops, webinars, etc.
- Acts as curator for information and management of social media platforms

Qualifications/
Knowledge
level required

- Must be a current member of the ISPI
- Must be able to commit 10+ hours per month to the chapter
- Knowledge of IT systems and systems administration
- Knows the responsibilities of being a chapter leader as defined by ISPI
- Knowledge of program management
- Excellent coalition-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus among differing opinions
- Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder

Skills &
Competencies

Leadership, customer service; quality focus; listening, multi-tasking; time management; communication; computer; program/project management; ability to meet deadlines; delegation

Title: Bay Area ISPI Secretary to the Executive Board

Job Purpose: Acts as the ISPI Executive Board scribe/recorder

Primary Duties

- Attends chapter conference calls and chapter meetings
- Attends chapter leadership training events (~ six times per year)
- Attends chapter leaders workshop once per year (if able)
- Takes the minutes of chapter meetings and events
- Reviews and revises minutes as necessary
- Ensures minutes they are filed properly.
- Is the custodian of an organization's documents.

- Must be a current member of the ISPI
- Must be able to commit 10+ hours per month to the chapter

Qualifications/
Knowledge
level required

- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and motivation to be an outgoing spokesperson and relationship builder

Skills &
competencies

- Leadership, customer service; quality focus; listening, multi-tasking; time management; communication; computer; program/ project management; ability to meet deadlines