

Northeast Wisconsin Payroll Chapter

Job Title: At-Large Board Member	Term Commitment: One Year
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Position Overview

This is a board position that will assist the other board members in running the Chapter. This position will fill in for open roles if needed, perform duties as assigned from the Board and is responsible as assigned by the Chapter President for submission of Chapter awards such as Chapter of the Year and National Payroll Week awards.

Essential Job Functions

- Complete all NWPC submissions to the National Chapter for Chapter Awards as assigned by the President. This includes, but not limited to: Chapter of the Year and National Payroll Week
- Assist with finding meeting speakers for all monthly chapter meetings
- Support and attend Chapter meetings and Board meetings
- Voting member of Chapter meetings
- Attend and participate on Chapter committees as assigned by the President
- Fill in for open roles if needed

Chapter Monthly Meeting Job Functions

- Run business portion of the monthly Chapter meeting if assigned by President or Secretary
- Coordinate at least one meeting a year as the monthly chapter host
- Coordinate pictures, comments, quotes etc. from each meeting for Chapter award submissions

Requirements

- Attend monthly Chapter meetings
- Attend scheduled Board meetings
- Be a member of the local Chapter in good standing
- Be a member of National PAYO in good standing

Other Skills/Abilities

- Must have leadership abilities
- FPC or CPP preferred

Time Commitment

- 5 hours monthly outside of chapter meeting
- Participation in the chapter meetings

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.