

Northeast Wisconsin Payroll Chapter

Job Title: Chapter Coordinator	Term Commitment: One Year
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Position Overview

This Board position ensures the monthly meetings run smoothly. Responsible for sending out monthly meeting invites including contacting media to attract new members.

Essential Job Functions

- Create and email meeting invites to the Chapter population three weeks prior to meeting, and send follow up email one week prior to meeting
- Send copy of invite to the Website Coordinator to post on the chapter website
- Post meeting invites in electronic media in order to boost attendance
- Work with meeting host to ensure all speaker gifts, door prizes and other prizes as required following allotted budget are purchased
- Assist with securing monthly meeting speakers, topics and locations
- Prepare attendance list and provide to Membership Director, Secretary and Meeting Host
- Write thank you note to the speaker before meeting
- Be active in Chapter member mentoring
- Maintain Social Media presence

Chapter Monthly Meeting Job Functions

- Set up and staff registration table at all monthly meetings along with Membership Director
- Coordinate door prize drawing and distribution
- Coordinate at least one meeting a year as the monthly chapter host

Requirements

- Attend monthly chapter meetings
- Attend scheduled board meetings
- Be a member of the local chapter in good standing

Other Skills/Abilities

- Must be proficient in Word and Excel
- FPC or CPP preferred
- Be a member of National PAYO in good standing

Time Commitment

- 3 hours outside of monthly chapter meetings
- Attendance at monthly 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.