

Sister Chapters Chair: Role Description

Please note: This is a new position on the EO Board and as such the description below may be subject to change.

Objective:

To build a strong and meaningful relationship with another EO Chapter. To encourage member interactions, learning and participation in Sister Chapter events.

Mission:

As Sister Chapters Chair, your mission is to effectively engage with your own chapter and the Sister Chapters Chair of your partner chapter on items including events, learning opportunities and relationship management.

Profile:

The Sister Chapters Chair is an innovative, self motivated individual, with a passion for the global benefits of EO. This person is an efficient and effective communicator; culturally aware and sensitive; a well-organized project manager able to work within budgetary requirements; friendly and professional.

Requirements:

The Sister Chapters Chair must be willing to establish a new program without significant guidance. You must be able to put in the flexible hours necessary to build and maintain a successful relationship.

Term and Time Commitment

The term of the Sister Chapters Chair may vary by chapter, but is typically one fiscal year. The minimum average time commitment each month is approximately six (6) hours. Additional time may be required to effectively collaborate on joint events and specific requests for collaboration with EO Global.

What could a typical month look like?

- Ten (10) minutes per week on a conference call with the chapter board and one hour per month at the chapter's board meeting.
- Thirty (30) minutes per month on a conference call with other Sister Chapters Chairs and any Directors appointed to cover this program regionally.
- Four (4) hours per month collaborating with your counterpart at your chapter's partner, designing the annual program and executing program priorities.
- One (1) hour per month promoting the Sister Chapters program to chapter members.

Responsibilities:

Your responsibilities will be varied, but will include:

- Identify a potential Sister Chapter. Assess suitability and establish a Sister Chapter relationship in conjunction with EO Global requirements.

- Work with your Sister Chapter's counterpart to develop a healthy and active relationship. Open new doors in the cultural, business, social and political spaces that our members operate in.
- Work with your chapter's Communications Chair to prepare PR and marketing materials with respect to the Sister Chapter relationship.
- Promote the benefits of the relationship to your chapter.
- Work with your chapter's Learning Chair to open your chapter's events to the membership of your Sister Chapter's members through webinar participation, in person participation or otherwise.
- Facilitate relationship building between members of your chapter and the Sister Chapter.
- Investigate the feasibility of, and develop, joint forum opportunities with the Sister Chapter.
- Manage communication to your chapter's members about the Sister Chapters program through e-mail and social media communications.
- Develop and facilitate a relationship between local, state and national governments as applicable between your chapter and your Sister Chapter. Manage relationship between your chapter and Sister Cities International (should your EO relationship align with their city partnerships) as applicable.
- Act as liaison between your chapter, EO Global Support Services and the Sister Chapter.
- Act as main point of communication between your chapter and your Sister Chapter.
- Perform various special projects on an as-needed basis.

Key Benefits:

As you grow in your role, you will enhance many of your own professional skills through areas including:

- Gain exposure with those who tell the story of your community.
- Learn and refine your own communication style.
- Work closely with other EO member leaders in your chapter and around the world.
- Interface with peers at EO regional and Global Events.