**Role description**

**for**

**VP for Affiliates**

**Role title:** VP for Chapters and SIGs

**Role covers:** Growing the number of Chapters and Special interest groups and the range of activities they offer to members.

**Reports to:** President

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**How role ‘makes a difference’:** More activities for members and alumni outside Sydney, and establishment of Special Interest Groups that appeal to specific segments of alumni.

**Markers of success:**

* Revitalise Chapter in Adelaide
* Adding 2 or 3 SIG’s in 2018, then 1 or 2 per year for the next 5 years. Sustaining the SIG’s created.
* Introducing successful Sydney based initiatives to Chapters to widen the variety of events and programs offered by Chapters.
* Increasing the number of members outside NSW, and from Graduate Schools where a SIG is formed.

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**General VP responsibilities:**

* Set Club and Mission strategies
* Jointly shape Club strategy with Board & Council
* Develop annual plan-on-a-page for Mission
* Coach PLs on their POPs
* Contribute to Club governance
* Participate in Board and Council meetings
* Sit on mini-Boards (eg HCAP)
* Develop Mission & Club leadership cadre
* Attract a group of PLs to lead Mission’s programs
* Cultivate a VP successor
* Identify potential VP and PL candidates to Noms Com
* Nurture new ideas
* Encourage generation of innovative new ideas
* Support PLs in scoping, designing and gaining approval
* Help to promote new ideas to members, and overcome roadblocks
* Coordinate across Mission’s programs
* Chair Mission team meetings
* Provide relevant coordinating mechanisms/guidelines across PLs
* Keep PLs informed informally
* Ensure PLs get info into Club’s calendar and coms channels
* Problem solve any budget issues
* Communicate formally and informally
* Provide leadership presence at Club events
* Represent Club to external parties
* Communicate Club strategy at every opportunity
* Spread good news stories
* Drive ongoing improvement
* Review impact of Mission
* Collaborate with PLs to codify Mission’s processes and tools
* Help to build a bigger more active Club
* Recruit new members to the Club
* Encourage members to participate and contribute
* Foster desired Club culture
* Role model Club values
* Recognise contributions made by PLs and others
* Nominate worthy members for Club awards

**Role-specific areas of responsibility:**

* Revitalise Adelaide Chapter
* Identify a Chapter convenor, discuss the Job Spec, and hopefully appoint the leader.
* Develop a program of activities and events leveraging Sydney experience. Do this using Plan on a Page. (Perhaps start with monthly Member circle..)
* Promote activities by direct email/SMS to members and alumni in Adelaide.
* Build a number of contributors to support the Chapter Convenor.
* Widen the existing event offering in existing chapters to appeal to more alumni and more members
* Identify programs working in Sydney that could be taken interstate with little effort. (Young members, corroboree/member circles, mentoring, non profit/philanthropy lunch …)
* Engage Sydney based PL’s to assist in start up phase in Chapters.
* Work with Chapter Convenor to identify contributors who could lead these new initiatives.
* Start a SIG
* Identify prospective SIG’s and potential leaders (Health, Education…)
* Collaboratively develop a program of activities.
* If possible align with support for a scholarship program to give a “noble purpose”
* Promote activities via Club website, and via direct contact via email/SMS.
* Recruit contributors to support the SIG leader.
* Create a pipeline of SIG’s
* Identify prospective SIG domains, by graduate school or area of interest.
* Identify prospective leaders.
* Obtain contact details for alumni and members within the area of interest.
* Work with the prospective leaders to gain their commitment to proceed.
* Use “plan on a page” to establish
* Increase the number of members by having a membership drive in each Chapter and SIG.
* Get contact information for alumni in each chapter who are not members, or alumni from graduate schools who would have an interest in a SIG.
* With the Chapter convenor recruit a membership officer in each Chapter and SIG
* Develop a program of low cost events such as corroboree’s to invite alumni to try before they buy.
* Liaise with HCV and HBSNZ
* Make contact periodically (Co-ordinating with HCA President) to stay in the flow of what’s on.
* Explore ways to collaborate on programs

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**Key relationships:**

* PLs within Mission:
* Chapter Convenors in Brisbane, ACT and Perth.
* SIG leaders
* Others within Club:
* PL’s with successful programs willing to assist in an interstate launch.
* Other VP’s to assist in promoting the interstate and SIG opportunity.
* Outside Club:
* HCV
* HBS NZ

**Key decision rights:**

* What programs to launch and where
* Timing of launch of new programs
* Sequence of launching SIG’s
* Selection and deselection of PL’s within Affiliates portfolio

**Support from Club admin:**

* Contact information from database.
* Publicity for events via website.
* Selected event administration (need to develop local admin support).
* Financial support in collecting event fees and paying bills.

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**Desirable characteristics (skills, experiences, contacts, mobility):**

* Discretionary time available.
* Experience in being a Chapter Convenor or Club Leader in the past.
* Good at identifying talent and recruiting it to a cause.
* Good motivator of PL’s.
* Good negotiator.
* Ability to visit Chapters periodically and participate in their activities.

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**Expected duration of appointment:**

* 3 years
* Elected at AGM
* Conversation with President triggered at 2-year point re succession, extension, rotation

**Time requirement (indicative):**

* 12 days per year (2.5 hours/wk for 10 months)
* 5 extra days per year (guess) to launch each SIG or Chapter
* Seasonal pattern: none

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