



NAHU Chapter Development Committee Chair

This individual is appointed by the President of NAHU. The purpose of the chapter development committee is to collaborate with the RVPs, committees and staff to provide resources for state and local chapters to excel in leadership development, operations and chapter management.

The chair will represent the committee on the Joint National Committees (JNC) and other NAHU bodies as needed. The chair will direct the efforts of the committee to establish goals and directions for the committee. The chair will work directly with the Regional Vice Presidents, Membership Council chair and other committee chairs as needed. The Chair will work closely with all NAHU committee chairs and with NAHU's staff liaison.

The chair will:

- Plan the agenda for monthly teleconference meetings
- Chair monthly meetings
- Assign tasks as needed to committee members
- Provide guidance to committee members
- Work with Chapter Development staff
- Participate in monthly Membership Council and Membership Management calls
- Encourage committee's relationship with RVP, participation in regional calls, meetings, etc.
- Periodically review chapter certification criteria to ensure its relevance
- Work with NAHU staff to manage the Chapter Excellence Program
- Work with staff and committee to plan annual Leadership Forum at Capitol Conference and Chapter Management Leadership sessions at Annual Convention.
- Assist with the development of other programs and tools that could assist chapter officers with their jobs in leading and providing benefit to their members.

NAHU Staff Liaison:

- Works closely with the chair and appropriate taskforces to develop programming for the Capitol Conference Leadership Forum and Annual Convention Chapter Management Leadership sessions
- Manages the certification program
- Administers the Chapter Excellence Program
- Assists with chapter development communications with the chapters and other committees as needed
- Takes meeting minutes.
- Supports the committee with all chapter development endeavors.