

## Waupaca County HCE

**Title:** Center Chair Job Description

**Purpose:** Represent center clubs at Executive Board meetings and act as liaison between center clubs and Executive Board.

**Responsibilities:**

1. Serve as voting member of the Executive Board.
2. Serve as "contact person" in your center to the Executive Board.
3. Serve as "Chair" of special events as designated in county schedule.
4. Keep in regular contact with club presidents in your center.
  - a. Relay messages and information.
  - b. Arrange meetings as needed.
  - c. Receive a copy of monthly meeting minutes from clubs in your center.
  - d. Share happenings from clubs in your center at monthly Executive Board meetings.
5. Help plan, organize, and set up for spring/fall meetings that your center is hosting. Seek assistance from the Center Vice Chair.
6. Create and prepare flyers, articles, and other media to promote activities your center is hosting.
7. Update incoming Center Chair on duties and pass on Center Binder.
8. Communicate with Center Vice Chair on activities and events happening in your center.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.

**Term:** Two years (renewable)

**Time Commitment:**

1. Attend all Executive Board meetings, annual Spring and Fall meetings. Encouraged to attend District and State meetings.
2. Read minutes, attend club meetings if requested by clubs.
3. Prepare information about your club's activities to share with the Executive Board.
4. Organize and host center meetings and activities.