

## WAUPACA COUNTY HCE

**Title:** International Program Chair Job Description

**Purpose:** Coordinates International Program for Waupaca County HCE.

**Responsibilities:**

1. Serves as voting member of the Executive Board.
2. Work with County Coordinator for Program and Coordinator for Community Outreach to identify county International Program priorities.
3. Develop a plan for an educational International Program.
4. Keep Executive Board and membership informed of program through reports, newsletter articles, and announcements.
5. Encouraged to attend District training and WAHCE State meetings.
6. Coordinate the County International Program.
7. Prepare and present written report for monthly Executive Board meetings and for the annual Spring and Fall meetings.
8. Prepare state reports as requested.
9. Maintain a file of pertinent information and present to successor at end of term.

**Qualifications:**

1. Knowledge of WAHCE and local organization.
2. Leadership ability.
3. Organizational skills.
4. Strong communication skills.

**Term:** Two years (renewable)

**Time Commitment:**

1. Attend Executive Board meetings, annual Spring and Fall meetings. May attend District and State meetings.
2. County program planning.
3. Organize and host International Program and activities.
4. Write reports.
5. Orientation for successor.