Chapter Steering Committee Roles and Responsibilities

This list includes the most common roles and responsibilities of steering committees. It is not intended to exclude the creation of special committees to meet the needs and interest of any chapter within TTN.

Chapter Chair
REQUIRED: Individual needs leadership, organizational and motivational skills.

Goals
1. Manage all activities of chapter in accordance with organizational guidelines
2. Grow and maintain membership
3. Ensure financial viability of chapter
4. In cooperation with committee chairs, review programs and small group activities to ensure that the chapter's offerings meet the needs and expectations of members

Responsibilities
1. Lead the Steering committee, create agenda and preside over steering committee meetings
2. Lead annual strategic planning activities, update on semi-annual basis
3. Confer with SC members on their areas of responsibility
4. Represent chapter at national meetings
5. Communicate national strategic plan to chapter
6. Receive and respond to calls and e-mails from women interested in TTN
7. Assist Partnership Committee Chair in effort to reach out to other women's organizations to promote TTN to their memberships
8. Develop relationships with other organizations to find programs to support TTN Strategic Focus Areas

Chapter Vice-Chair
OPTIONAL: Should possess same skills as chair and may be in this position as a step towards becoming chapter chair.

Goals
To serve as a part of the Executive Leadership team and support the overall positive impact of TTN-Philadelphia

Responsibilities
1. Responsibilities are varied based on the needs of the chapter
2. Support the Chair and assist with meetings when Chair is unavailable
3. Attend Executive Leadership meetings to review the workings of the chapter
4. Participate and contribute to chapter calls and other events/meetings from time to time that may be requested by the ED and/or the National Board

Treasurer
REQUIRED: In small chapters, Chair may assume these duties.

Goals
1. Efficiently manage, record, and report all finances of chapter; Communicate information to TTN Chapter Chairs and National
2. Account for and report on financial viability of chapter

Responsibilities
1. Record all financial transactions of the chapter; Report status to TTN National and chapter SC monthly
2. Track income and expenses of all chapter events and activities; maintain chapter checking account
3. Collect data to create and maintain chapter budget
4. Collect and deposit funds at chapter events, payments receive from online transactions from National, other sources of income
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Secretary

OPTIONAL: Doesn't need to be separate individual if another committee person assumes these responsibilities.

Goals
1. Accurately record chapter activities
2. Maintain records of meetings, agendas and minutes

Responsibilities
1. Attend monthly steering committee meetings; Record proceedings and write minutes for distribution and approval by the committee; post minutes online (to Google Docs)

Membership

REQUIRED: This committee is critical to maintaining connections with members, old and new.

Goals
1. Grow and maintain membership
2. Maintain membership database

Responsibilities
1. Attend events to recruit new members
2. Work with marketing to identify recruiting opportunities
3. Communicate with prospects and new members to welcome them and present TTN opportunities, convert subscribers to members
4. Maintain membership database including pertinent contact information, TTN activities, membership start and expiration dates, liaising with national organization, etc. for Chapter management
5. Receive and respond to calls and e-mails from women interested in TTN
6. Periodically host small "coffee & conversation" gatherings to welcome and orient new and potential members.
7. Maintain peer group attendance lists with membership expiration dates.
8. Organize and support Neighborhood Ambassadors who connect with members who live in their areas

Program Committee

REQUIRED: The most effective chapters have a team of people who help seek out, plan, coordinate and deliver programs and events.

Goals
1. Develop programs which align with TTN National's Strategic Focus Areas
2. Develop relationships with other organizations to present programs of interest to members

Responsibilities
1. Research, select and make arrangements for speakers and venues
2. Oversee Program Committee which assists in coordination programs and events
3. Develop 'event plan' which includes details of registration, payment, refreshments, clean-up for each event; assign responsibility for each task to members of committee
4. Send event attendance list to Membership to follow up with non-members and new members
5. Create 'hospitality committee' which will be responsible for event tasks including talking with people attending event who are new to TTN, taking photos, etc.
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Peer Group Advisory Committee

OPTIONAL: This group should have group dynamics and facilitation skills.
REQUIRED: If a group cannot be formed, an individual who can oversee creation and maintenance of groups is needed.

Some chapters have someone overseeing the dynamics of the group while another maintains waiting lists and forms the groups when there are enough members.

**Goals**

1. Oversee all activities related to creation, maintenance and dissolution of transition peer groups
2. Ensure that all peer groups are functioning in accordance with guidelines and best practices developed by peer group committee
3. Accommodate 100% of the people interested in joining groups

**Responsibilities**

1. Manage all changes in peer group membership; maintain waiting list when there are no openings in current groups; start up new group when warranted
2. Maintain attendance records of peer groups and their members; Ensure attendance is regularly reported on attendance lists. Update TTN attendance sheets regarding dates memberships expire.
3. Communicates with National on matters relative to peer groups
4. Recruit members for peer group committee which oversees group activities.
5. Recruit and develop liaisons for each group and match them to partners from peer group committee
6. Partners develop one-to-one confidential relationship with liaisons; provide support and remain current on membership and ongoing group issues or concerns; conduct exit interviews and record changes in membership in S&M Database
7. Peer group committee creates guidelines for peer group structure and records best practices.
8. Chair or committee member attend first few sessions of each peer group to present guidelines and help create a workable group structure.
9. Chair or committee member to provide whatever support is needed to assist groups in formative stages.
10. PG Committee to hold quarterly meetings with liaisons to communicate best practices, offer support and share information.
11. Communicate with new members on benefits of participation in peer groups

Marketing Committee

REQUIRED: A committee is not required, but there must be someone to manage communications and website updates

**Goals**

1. Promote TTN to women 50+ throughout the Philadelphia area
2. Facilitate communication between TTN National and chapter and the chapter membership

**Responsibilities**

1. Generate bi-monthly email newsletter with input from other SC members
2. Create individual invitations and flyers to promote chapter events, programs, outings, etc.
3. Coordinate attendance at events to promote TTN
4. Organize speaking engagements for SC members to promote TTN
5. Update website with relevant chapter information
6. As needed, create, distribute and collect data from member surveys. Analyze information and report findings to SC
7. Optimize use of all free media to promote TTN
8. Form and manage ‘marketing committee’ to maximize opportunities to market TTN
9. Take photos (or collect from others) at events and upload to TTN website
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Special Interest Group Committee

OPTIONAL: Larger chapters with a lot of interest in SIGs benefits from someone to coordinate and help get them started

**Goals**

1. Provide support to members who wish to start a special interest group

**Responsibilities**

1. Identify special interest groups that members are interested in forming
2. Work with Membership to identify members who are interested in joining groups
3. Provide group leader with best practices on developing group focus, writing descriptions for newsletter and other marketing materials
4. Create guidelines for new groups
5. Work with Marketing to promote groups to membership
6. Track progress and success of groups
7. Maintain records of special interest groups and their members. Ensure that attendance is regularly reported on attendance lists. Update TTN membership expiration dates on attendance lists.

Partnership Committee

OPTIONAL: As chapters grow, there is a benefit to coordinate activities with other organizations in the same geographic area.

**Goals (Close alliance with Community Impact)**

1. Develop partnerships with other organizations to facilitate program development, conduct joint marketing to reach new markets, strengthen our brand through joint association, and provide opportunity for increased membership

**Responsibilities**

1. Research organizations which may have expertise or membership which would make it advantageous for both organizations to form a relationship
2. Engage with partner organizations to conduct joint programs, joint marketing and other mutually beneficial activities

Community Impact Committee

OPTIONAL: As chapters grow and there is interest in Impact, this committee may be formed.

**Goals**

Create and implement programs that provide opportunities for members to engage in a variety of meaningful volunteer activities

**Responsibilities**

1. Organize meetings to help committee members learn about volunteer possibilities; periodically select organizations that provide meaningful volunteer opportunities for TTN members, either individually or in groups.
2. Work with the selected organizations to organize volunteer opportunities for groups of TTN members; publicize the activity; provide detailed information for those who want to volunteer; manage sign-up and coordinate all aspects of the volunteer experience.
3. Periodically evaluate the impact of each of the selected community impact initiatives.
4. Periodically discuss each initiative and determine whether it should be continued.
5. Periodically organize programs to help members learn about opportunities to volunteer in a variety of capacities in addition to those organized by TTN.
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Executive Leadership Committee

OPTIONAL: Some chapters keep former chairs involved via Exec Comm which provides smoother transition.

Goals

To provide seamless support and leadership for SC members and help to ensure that activities of the chapter align with the vision for meeting the membership’s expectations, growth of the chapter and the National initiatives.

Responsibilities

1. Review activities of the chapter
2. Represent TTN at various functions, interviews and special events
3. Oversee the strategic plan and the budget consistent with the plan
4. Provide fiscal accountability in cooperation with the Treasurer
5. Empowered to determine certain financial decisions within a limited dollar amount (eg. Complimentary event/meal for visiting guests and contributors, agreements corresponding to requests from National Board, etc)

6. Hold bi-annual and/or quarterly meetings to evaluate status of the chapter and determine next steps when necessary and make recommendations to the Steering Committee regarding next steps when necessary