**Chapter Chair Job Description**

**Job Summary**

The responsibility of the Chapter Chair is to organize the Seattle chapter. The chapter chair also maintains public and member relations.

The chapter chair also receives a paid membership to the Kenmore Gun Range and must attend a special use class to obtain a gate key. This membership can be split with or given to the secretary depending on what works logistically

**Job Duties**

Write monthly chapter news for newsletter

Secure speaker or organize program for monthly chapter meeting

Run monthly chapter business meeting

Set up, break down, and lock up at monthly chapter meeting

Organize additional events and work parties (variable)

Plan and organize fund raising events (variable)

Attend monthly Board of Directors meeting (option)

Update website and social media with news and events or coordinate with the promotion team to send updates

Respond to inquiries from members and prospective members via phone or email

**Work Parties/Speakers/Events**

We are working on compiling some resources to be passed to the new chapter chair. If you would like more information on regular work parties, events, or speakers for monthly meetings please reach out to James Ono at ohnoitsono2009@hotmail.com