

Chapter Leadership Position Descriptions for 2024

Our chapter's leadership team consists of up to **3 co-chairs, and the members that serve on the following committees:**

1. **Operations, communication and membership** (e.g.: schedule meetings, host Zoom sessions, reserve rooms and equipment, manage our mailing list and communications (e.g.: email, newsletter, website, social media), welcome new members, engage existing members, and reach out to new prospects)
2. **Presentations** (find and schedule top notch featured speakers and short talk speakers for chapter meetings and events – subject to approval by the full leadership team)
3. **Outreach** to other organizations and the public. (Manage, grow and promote our tabling and/or speaking activities, develop educational materials, co-sponsor events).
4. **Special chapter initiatives** (To be added as needed, throughout the year. These are volunteer positions, of varying length, approved by the leadership team, and not elected.)

Chapter Co-chair (3 positions available)

Working with our leadership team, our co-chairs plan and implement chapter meetings, initiatives and events. They also interface with Climate Reality Project staff, and more. We currently hold one chapter meeting a month, and one chapter leadership meeting per month.

Requirements:

- Must be a trained Climate Reality Leader
- Must be an official member of the Central Minnesota Chapter.
- If elected, prior to taking office, must go through an onboarding meeting with Climate Reality Staff and sign a Chapter Charter Agreement

Responsibilities:

1. Work with the chapter leadership team to develop a strategic plan, which lays out the chapter's goals for the year, including key campaigns and initiatives.
2. Plan and chair monthly chapter meetings and leadership meetings. Share agenda in advance.
3. Split responsibilities; such that each co-chair plays a leadership role on at least one of the following committees:
 - **Operations**, communication and membership
 - **Presentations** (finding speakers for our chapter events)
 - **Outreach** (support our tabling and/or speaking activities, collaborate with other organizations)
4. Serve for a one year term (*February 2024 – January 2025*)
5. Interface with Climate Reality:
 - Correspond with Climate Reality staff.
 - Attend monthly meetings of all Climate Reality Chapter Chairs (regional and national)
 - Schedule a monthly call with Climate Reality staff.
 - Submit a short monthly report on our chapter's work and progress.
6. Provide guidance to chapter members on Climate Reality campaigns. Coordinate chapter activities, including regular meetups and campaign related events and actions.
7. Regularly report their Acts of Leadership, and encourage and remind other Climate Reality Leaders to do so as well.
8. Build relationships locally that will reflect positively on Climate Reality and your chapter, with the purpose of furthering your chapter's campaigns and goals
9. Note: The co-chairs can divide up the work or take turns.

Chapter Leadership Position Descriptions for 2024 *continued*:

All elected committee members:

1. Must be an official member of the Central Minnesota Chapter. Unlike co-chairs, committee members do not need to have completed The Climate Reality Project's Leadership training.
2. Serve as a member of the chapter leadership team. Advise and help our co-chairs plan and implement chapter meetings, initiatives and events.
3. Serve on a specific committee. Members of that committee work together, and under the leadership of at least one co-chair, divide up the committee's responsibilities, and serve as back-ups for each other.
4. Serve for a one year term (*February 2024 – January 2025*)
5. Assist with special projects and events. Encourage member participation.
6. Work with chapter members to plan campaigns and determine strategies and tactics that contribute to The Climate Reality Project's priorities.
7. Are expected to attend at least half of all chapter meetings, and at least half of all chapter leadership meetings. (The leadership team has the option to replace a member that is seldom present.)
8. Are encouraged to give at least one short talk at a chapter meeting during their term.

Duties specific to the Operations, communications, & membership committee: (up to 4 members plus 1 or more co-chairs)

1. Reserve rooms and equipment for meetings
2. Host Zoom meetings and/or hybrid meetings
3. Manage chapter communications. (This includes maintaining the chapter website, maintaining the chapter mailing list, publishing the chapter newsletter, and posting on social media [Youtube, Facebook, Instagram].)
4. Welcome new members, engage existing members, and reach out to new prospects.
5. Help table at chapter meetings and events (when in-person)

Duties specific to the Presentations committee: (up to 3 members plus 1 or more co-chairs)

1. Find high quality speakers for chapter meetings and events. (Proposed speakers must be approved by chapter leadership BEFORE being confirmed. Whenever possible, each meeting's main speaker should be lined up at least 2 months in advance.)
2. Line up 1 or 2 short talks for each meeting. Ideally, at least 1 month in advance.
3. Provide speakers with the required meeting details; welcome and introduce them at our chapter meetings.

Duties specific to the Outreach committee: (Up to 4 members plus 1 or more co-chairs)

(The first two items are the main focus. The others are suggested activities as time and resources permit.)

1. Manage, grow and promote our chapter's tabling and/or speaking activities.
2. Collaborate and build relationships with other climate and environmental justice organizations (e.g.: work on joint projects, exchange information on upcoming events, co-sponsor events)
3. Conduct follow-up from events and actions in a timely manner.
4. Help table at events sponsored by other organizations
5. Author articles and educational material for the general public