



# Foothills Branch Chair-Elect

## **Goal of Position**

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The Branch Chair-Elect works closely with the Branch Chair and Branch Past Chair to coordinate and support the efforts and initiatives of the Foothills Branch committees. During their year of on-boarding and training, they learn to work in concert with the broader organization to provide safe and inspiring activities, courses, and volunteer experiences that allow members on the Eastside to explore, conserve, learn about, and enjoy the lands and waters of the Pacific Northwest and beyond.

Learn more about the roles of Branch Chair and Past Chair.

## **Activities and Responsibilities**

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- Work closely with the Branch Chair to become familiar with club and branch policies and processes, strategic priorities, and committees.
- Actively works to build relationships and connections with Foothills committees and volunteers and to build a strong understanding of Mountaineers programs and volunteership through participation, volunteering and/or intentional onboarding.
- Take the Branch Chair's place at important meetings and events, on occasion when the Branch Chair is unavailable.
- Assist the Branch Chair and/or activity committees with projects and tasks, as appropriate to the Chair-Elect's skills, interests, and time availability.
- Will transition into the role of Branch Chair after one year.

## **Length of Service**

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The Branch Chair-Elect's role is part of a three-year commitment. During the first year as Chair-Elect, the primary function is training: to learn organizational policies and branch strategic priorities; to develop leadership and facilitation skills; and to become familiar with and build strong relationships with branch leadership, committee leadership, and Mountaineers staff. Throughout this year of training, the Chair-Elect has the close mentorship of the current Branch Chair and Past Chair. It is expected that the Chair-Elect will transition to Branch Chair after one year, and then after serving a year as Branch Chair, they are then expected to serve in a mentoring role as Past Chair.

## **Time Commitment**

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The Branch Chair-Elect is expected to attend all Foothills Branch Council meetings and Branch Leadership Committee meetings, as well as the branch's Annual Social and Volunteer Recognition Banquet. Foothills Branch Council meetings take place every other month (about 6 times per year), skipping summer months. The Branch Council meetings are in-person to maintain strong connections among our council members, though phone and video conference options will be made available when a member is unable to get to the in-person meeting. The club-wide Branch Leadership Committee, which is comprised of all of the organization's Branch Chairs, meets for 2-hours each month (teleconference participation is arranged).

During their year of training, the Branch Chair-Elect is also expected to be involved the budget process with the Branch Chair and Treasurer. The Branch Chair-Elect should expect to contribute 6-8 hours of time per month to this role (more if they decide to take on additional projects).

### **Preferred Qualifications**

- An active interest and commitment to getting people outside and fostering volunteerism, conservation, engagement, and leadership skills through The Mountaineers programs.
- The ability to identify opportunities for improvement and the interest to play an active role in creating change.
- The ability to follow-through on commitments while avoiding personal over-commitment.
- Effective delegation of responsibilities to other branch officers to share work with a team and create a broad base of institutional knowledge.
- Good listening and communication skills and an ability to relate to a broad range of personalities.
- An ability to facilitate communication across a broad range of activities and Mountaineer stakeholders.
- A team leadership, project management, or organizational management background can be helpful.
- Familiarity with The Mountaineers programs and volunteer structure through participation, volunteerism, or intentional on-boarding.
- The interest and willingness to participate in a wide variety of Mountaineers activities to build trust and rapport with volunteer leaders.
- The ability to manage a flexible workload that fluctuates throughout the calendar year and provides support to volunteer needs.

*Each situation and opportunity is different. No previous experience with The Mountaineers is required.*

### **Support and Reporting**

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The Branch Chair-Elect works with the Chair, Past Chair, and a committee of dedicated Branch Council members (committee chairs and branch officers) who share a love of The Mountaineers and the outdoors. Mountaineers staff in every role (accounting, development, marketing, leadership development, and member services) are available to assist the person in this position.

### **How to Apply**

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To apply for consideration as the Foothills Branch Chair-Elect, please contact Cheryl Talbert at [cascadehiker@earthlink.net](mailto:cascadehiker@earthlink.net). Applications will be accepted on a rolling basis any time before September.

The Branch Chair-Elect is elected by the Foothills Branch membership, with the expectation that they will complete a three-year term as Chair-Elect, Chair, and Past Chair. Ballots go out in October, and terms begin immediately after election results are certified in early November.

*All members with a sincere interest and the time to commit to this role are encouraged to apply!*