

Branch Chair

**Goal of Position**

In concert with The Mountaineers at large, the branch chair coordinates and leads the branch’s efforts in serving its membership. This is accomplished when the branch provides safe and high-quality activities, courses, and volunteer experiences that allow all members to share a passion for the outdoors by exploring, conserving, learning about, and enjoying the lands and waters of the Pacific Northwest and beyond.

The Branch Chair’s primary role is to support the success of each Branch Council member, which includes branch officers and activity committee chairs. To do this, the Branch Chair facilitates Branch Council meetings, ensures that all Branch Council positions are filled and receive the support and mentorship they need to be successful, and serves as a liaison to other branches via the Branch Leadership Committee.

*[Branches should also consider adding a note about term limits for transparency and clarity.]*

**Activities and Responsibilities**

* Ensures the Branch Charter is current and adhered to by all members.
* Maintains a clear definition of strategy, mission, and identity for the branch that is consistent with The Mountaineers mission, but is tailored to suit the local community.
* Works with Branch Council members to facilitate key branch-wide events, such as banquets and other social events.
* Organizes and conducts meaningful Branch Council meetings.
* Provides regular feedback and mentorship to the branch’s activity committee chairs.
* Maintains strong connections between the Branch Council, activity committees, other branches, and Mountaineers staff.
* Represents the branch as a part of the Branch Leadership Committee and brings decisions and initiatives back to the branch.
* Supports the Branch Director to be an effective liaison between the branch and the Board of Directors.
* Facilitates communication and coordination between activity committees.
* Ensures that club-level processes are followed to resolve member-volunteer issues promptly and effectively, and at the appropriate level.
* Supports Branch Council members to provide consistent and meaningful volunteer recognition across activity committees.
* Ensures ongoing succession planning for key branch roles, including Branch Treasurer, Branch Secretary, Branch Chair-Elect, and activity committee chairs.
* Supports the Branch Treasurer to oversee the branch budget and ensures that branch funds are managed responsibly.

**Length of Service**

*[Ex: The Branch Chair’s role is part of a three-year commitment. The first year is served as Chair-Elect, the second year as Branch Chair, and the third year as Past Chair and mentor.]*

**Time Commitment**

The Branch Chair is expected to facilitate all Branch Council meetings and attend Branch Leadership Committee meetings, as well as the branch’s *[Annual Social and Volunteer Recognition Banquet]*. Branch Council meetings take place *[every other month (about 6 times per year), skipping summer months. Half of the Branch Council meetings are in-person, and half are held via conference call]*. 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).

Correspondence with branch members, staff, and other programs is expected weekly. Branch Chairs contribute an average of *[10-15 hours per month]* to this leadership role within The Mountaineers *[include any note about hourly seasonality]*.

**Suggested Experience**

* An active interest and commitment to getting people outside and fostering volunteerism, conservation, engagement, and leadership skills in the outdoors.
* Commitment to The Mountaineers mission and vision.
* Availability to reply to email or phone messages within several days to one week.
* 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 Mountaineers stakeholders.
* Experience with team leadership, project management, or organizational management, as well as a willingness to give peer-to-peer feedback.

*Each situation and opportunity is different. No previous experience in this kind of role is required.*

**Support and Reporting**

The Branch Chair leads the Branch Council, and reports to the VP of Branches. They work with the *[Chair-Elect, Past Chair, and]* a committee of dedicated Branch Council members (branch officers and activity committee chairs) 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.

**Benefits**

Serving as Branch Chair is an opportunity to provide leadership and support for your branch’s vision and goals, and to provide key support for some of your branch’s most dedicated volunteers. By working together with other branches, this position allows for a deeply meaningful impact on both your branch and the larger organization. Branch leadership also provides you with key experience that can set you up for a future Board position, either at The Mountaineers or at another organization. Specific benefits include:

* Gain experience in organizational leadership and change management.
* Gain experience working with The Mountaineers policies, procedures, and website features.
* Gain experience running formal meetings using Robert’s Rules.
* Receive 50% off all books at the Bookstore.
* Receive 50% off one Mountaineers course each fiscal year.
* Participate in an annual Branch Council dinner with the CEO.

**About the Branch**

*[Consider including a section about the branch that includes: size of branch, additional information about the make-up of the Branch Council, basic information about the # volunteers/members, the types of activities the branch leads, the number of committees, and/or any special events hosted by the branch.]*

**How to Apply**

*[Ex: To apply for consideration as the Foothills Branch Chair, please read the* [*Branch Chair-Elect position description*](https://www.mountaineers.org/locations-lodges/foothills-branch/about/branch-council-positions-and-policies/foothills-branch-chair-elect/view) *and send an email to volunteer.for.foothills@gmail.com. Applications will be accepted on a rolling basis any time before September.*

*The incoming 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.]*