

From the Constitution and By-Laws:

1. The Director of Local Chapters shall assist in the formation and perpetuation of chartered IPMS/USA Chapters.
2. The Director of Local Chapters shall, with assistance from the Regional Coordinators manage the annual renewal of chartering of local chapters, to include the updating of chapter information, payment of rechartering fees and verification of other chartering requirements.
3. The Director of Local Chapters shall supply, upon request of an IPMS member, the name and address of IPMS/USA Chapters and/or groups functioning in his/her area.
4. With Executive Board approval, the Director of Local Chapters will appoint the Regional Coordinators.
5. The Director of Local Chapters will provide assistance and services to local chapters.

Skills and Abilities:

1. Strong team-building skills.
2. Strong leadership skills.
3. Ability to listen attentively.
4. Basic MS Excel skills.
5. Basic Wild Apricot skills (database search functionality).
6. Good communication skills.
7. The ability to review, edit, and document processes.
8. The ability to moderate disputes.
9. Basic scheduling skills.
10. Highly desirable to have served in a Regional Coordinator role.

From the operational perspective:

1. Daily activities (Typical)
 - a. Answering emails and telephone calls to address questions and concerns from members, Chapter Contacts, and Regional Coordinators (RCs) on chapter rechartering, insurance coverage, local show scheduling, improvement initiatives, etc.
 - b. Updating, maintaining, and adding events to the IPMS/USA Event Calendar.
 - c.
2. Monthly activities (Typical):
 - a. Identifying next month's local shows and requesting the certificates of insurance (COIs) from our insurance company (typically 3 to 20 shows per month, depending on the time of the year).
 - b. Distributing the COIs to the local show chairs and RCs.
 - c. Attending the monthly IPMS/USA Executive Board meetings (typically an hour and a half on the third Sunday of the month at 8 PM Eastern Time).
3. Quarterly Activities (Typical):
 - a. Prepare the DLC report and present it at the E-Board meeting (three times a year).
 - b. Host quarterly RC Zoom Meeting.

4. Annual activities (Typical):
 - a. Chapter re-chartering.
 - i. Sending out reminders to the RCs in October to start preparing for chapter rechartering.
 - ii. Monitoring the status of approximately 215 chapters in the rechartering process.
 - iii. Walking chapter contacts through the rechartering process (typically 30 minutes per chapter). Expect to do this about 50 times between November and March.
 - b. Annual Achievement Awards.
 - i. Starting in October, solicit Regional annual achievement awards from the RCs.
 - ii. In March collect all the regional selectees and prepare them for the national achievement award competition. You will drive this process and ensure its completion prior to the end of May.
 - iii. Review all the nominees for the National Achievement Awards and submit your selections for National Member of the Year, National Chapter of the Year, National Newsletter of the Year, and National Website of the Year. Expect to take several hours over two weeks to make these selections.
 - iv. Collect all the votes for National Achievement Awards, determine the winners, and submit them to the IPMS/USA President.
 - v. Select the IPMS/USA Regional Coordinator of the Year.
 - vi. Present the five IPMS/USA National Awards at the awards ceremony at the National Convention.
 - c. Prepare the DLC report and present it at the National Business meeting at the National Convention.
 - d. Attend the National Convention Bids at the National Convention and participate in the selection of the venue for our National Convention.
 - e. Host the RC Breakfast at the National Convention.
 - f. Host the Chapter Leadership Social at the National Convention.
5. Ad hoc activities (Typical):
 - a. Interview and select prospective RCs.
 - b. Prepare and analyze member surveys.
 - c. Review, compile, and update written procedures for insurance, event scheduling, achievement awards, etc.
 - d. Deconflict the schedule for the DLC Zoom account.
 - e. Assist local chapters in finding IPMS/USA members in their area who are not affiliated with any chapter for recruitment efforts.
 - f. Participate in special projects as assigned by the IPMS/USA President.
6. Time requirements (Typical):
 - a. Expect to spend an average of 20 hours per week on DLC activities.