



IPMS/USA Chapter Contact Job Description

Reports to:

IPMS/USA Regional Coordinator (RC) for their respective Region.

Job Summary

The Chapter Contact (CC) must be an IPMS/USA Member in Good Standing.

As part of the IPMS/USA management team, the CC acts as the single point of contact for the Chapter with the RCs, prospective new Chapter Members, or anyone requesting information from the chapter.

CCs typically work with, or as part of, the Chapter leadership to field all inquiries for Chapter information, raise issues to the IPMS/USA National leadership level via their respective RC, and maintain the Chapter Profile in myipmsusa.org.

CCs work with the Chapter leadership and their respective RC to facilitate the flow of information in both directions.

It is a mandatory for all CCs to learn to perform basic functions on myipmsusa.org to manage the Chapter Profile. CCs are expected to use myipmsusa.org routinely in the performance of their jobs. Basic and continuing training will be provided to the CCs by the RCs and IPMS/USA.

CCs also perform administrative actions to enable the Chapter to perform basic functions such as:

1. Coordinating Annual Show and Contest dates with their respective RC to avoid conflict with other shows within the region.
2. Ensuring that Chapter rechartering is completed prior to December 31 each year.
3. Promote the hobby and IPMS/USA through public events, social media, and Civic engagement.

Responsibilities and Duties

1. Maintain the Chapter Profile in myipmsusa.org.
 - a. Ensure Chapter renewal payments are made prior to December 31st of each year.
 - i. Payment online or,
 - ii. Payment by check to the IPMS/USA National Office.
 - b. Ensure Chapter information is current.
2. Understand the relationship between the Chapter profile and the IPMS/USA Chapter Directory.
3. Communications:
 - a. Establish, encourage, and maintain communications with the RC.
 - b. Maintain communications with the Chapter leadership to support Regional and IPMS/USA initiatives.
 - c. Participate in communications with other CCs in the region.
 - i. Promulgate local show and contest information to other Chapters and to your membership.



IPMS/USA Chapter Contact Job Description

- ii. Encourage inter-Chapter cooperation.
4. Ensure Chapter leadership is aware of regional policies, promulgated by the RC.
5. Ensure the Chapter adheres to timelines for regional achievement award submission, rechartering, etc.

Qualifications and Skills

1. A CC must have the ability to communicate clearly.
2. Basic Computer skills.
 - a. Email.
 - b. Basic web browser.
 - c. Basic word processor.
 - d. Basic spreadsheet.