

Job Description - Representative at Large

April 2005

Position Description of the Representative At Large

The position of Representative at Large of the RWCS is a voluntary, four-year, elected term. The position serves as a member of the Board of Directors.

Qualifications

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Willingness to work, in a team environment with the Board to set policy and conduct the business of the Society.
- Ability to see the overall "big picture"

Responsibilities

General

- Act as an ambassador and representative of the Board.
- Be informed about Society and Board matters, prepare for meetings, and review and comment on minutes and reports.
- Serve as liaison between membership and Board.
- Promote growth in the RWCS as well as within individual Chapters.
- Seek and assist members in establishing new RWCS Chapters within states.
- Respond to questions RWCS members have in regard to the RWCS.
- Work with the Newsletter Editors regarding articles for "start up" on new Chapters.
- Attend Charter Chapter meetings when possible, to assist new Chapters in policy and procedures of implementing a Chapter.
- Attend Chapter meetings, when possible, to receive input from member..
- To advise Chapters on RWCS issues

Board Affairs

- Monitor financial planning and financial reports.
- Participate in regular Board self-evaluation.
- Assure prompt transfer of all pertinent records to the new Representative at Large at the end of his/her term or whenever no longer able to serve.
- Bring concerns of the general membership to the Board.
- Present Representative at Large Report at Board meeting.
- Participate in the evaluation of the Business Manager/Convention Manager.

Meetings

- Prepare and present to Board members any necessary information on scheduled agenda items under consideration.

Convention

- Present Representative at Large Report at the annual business meeting.
- Prepare agenda for Chapter Meetings.
- Serve as primary liaison between the Board and the Chapters.

Community

- Annually prepare and submit by June 1 to Tom Hanlon of the Red Wing Republican Eagle a biographical article for the annual Convention supplement.
- Attend all major Society events, i.e. RWCS annual Convention, MidWinter GetTogether
- Attend Chapter meetings when possible.

Special Responsibilities

- In accordance with the bylaws of the RWCS, count the ballots of the election of Board of Directors and provide the President with the names of the candidates with the most votes.
- Perform other responsibilities as assigned by the Board and as indicated on the Board calendar.