



**PREVENT BLINDNESS, OHIO AFFILIATE
CHAPTER OFFICER JOB DESCRIPTIONS**

Chapter Chair

1. Serves as the chief volunteer officer of the Chapter and on the Board and Executive Committee of Prevent Blindness, Ohio Affiliate.
2. Is a partner with the Chapter Director, VP and CEO in achieving the organization's mission.
3. Provides leadership to the Executive Council, who sets procedural direction within the strategic plan and policies of Prevent Blindness, Ohio Affiliate and Prevent Blindness America.
4. Chairs meetings of the Executive Council after developing agenda with Chapter Director.
5. In consultation with the Nominating Committee, Chapter Director, VP and CEO, appoints chairpersons of committees.
6. Serves as an ex-officio member of committees and attends meetings when possible.
7. Helps guide and mediate Executive Council actions with respect to organizational priorities.
8. Formally evaluates the performance of the Executive Council in concert with the Nominating Committee.

Vice Chair(s)

1. In the absence of the Chair, Chair-Elect and Immediate Past Chair, perform all duties of the Chair.

Secretary

1. Approves meeting minutes of the Executive Council. Works in conjunction with Chapter Director to distribute meeting minutes to staff and Executive Council members.
2. Works in conjunction with Chapter Director to issue notice of Executive Council meetings to members.
3. Works in conjunction with the Chapter Director to organize the Annual Meeting of the Chapter.
4. Is the volunteer leader responsible for reviewing and approving the chapter operation guidelines.

Treasurer

1. Present financial statements at all Executive Council Meetings.
2. Serve on PBO's Budget and Finance Committee and participate in quarterly meetings.

Chapter Chair-Elect

1. Shall succeed the Chair following the expiration of their term of the current Chair.
2. In the absence of the Chair, preside at Executive Council meeting, perform all duties of the Chair.

Immediate Past Chair

1. In the absence of the Chair and Chair-Elect, perform all duties of the Chair.

Staff Support: PBO staff will provide the following support to the Executive Council.

1. Provide necessary information and training to volunteer leadership.
2. Provide fiscal services such as budget development, accounting services, income and expense reports.
3. Explain PBO policy, procedures and standards, and assist the council in operating in accordance with them.
4. Serve as the informational and reporting link between PBO and the chapter.



PREVENT BLINDNESS, OHIO AFFILIATE Chapter Chair Job Description

Basic Functions: The PBO Chapter Chairperson presides over the Executive Council. The chair must ensure that the volunteer officers and the committee chairs are operating in concert with the staff and with the mission. He or she must gently prod a nonperforming committee chair, be respectful of former chairs and seek advice and counsel as needed.

Duties, Responsibilities and Authority

Leadership:

1. Serves as the chief volunteer officer of the Chapter and on the Board and Executive Committee of Prevent Blindness, Ohio Affiliate.
2. Is a partner with the Chapter Director and CEO in achieving the organization's mission.
3. Provides leadership to the Executive Council, who set procedural direction within the strategic plan and policies of Prevent Blindness, Ohio Affiliate and Prevent Blindness America.
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Fund Raising:

1. Plays a lead role in all fund raising activities.
2. Sets and encourages a minimum level of financial support from each Executive Council member.

Program Services

1. Personally participates and encourages other members of the Executive Committee to participate in community service activities and advocacy alerts.

Strategic Planning:

1. Encourages the Executive Council's role in strategic planning.

Partnership with Staff:

1. Discusses issues confronting the organization with the Chapter Director, VP for Development and Field Operations and CEO.
2. With the Chapter Director, VP and CEO, acts a spokesperson for PBO to the media, public, legislative bodies and related organizations.

Evaluation:

1. Assists the VP in evaluating the performance of the Chapter Director.
2. Evaluates annually the performance of the Chapter in achieving its mission.

Fiscal Oversight:

1. In concert with the Treasurer, Chapter Director, VP and CEO assures that the Chapter operates within an approved annual budget.



CHAPTER EXECUTIVE COUNCIL MEMBERS

1. Agree to serve a one-year term and successfully complete responsibilities outlined in the job description in partnership with staff liaison.
2. Commit an average of 6-10 hours monthly (time requirement may vary with responsibility) to fulfilling Prevent Blindness, Ohio Affiliate commitment.
3. Attend and actively participate in required meetings.
4. Attend scheduled meetings for the Committee on which you serve (2 hours each approx.).
5. Attend Annual Meeting of Prevent Blindness, Ohio Affiliate and Volunteer Leadership Orientation Session.
6. Understand PBO's mission and be willing to promote PBO and our mission—to prevent blindness and preserve sight – community and state-wide.
7. Contribute financially to Prevent Blindness, Ohio Affiliate at a meaningful level within your own means.
8. Schedule a planned giving visit with Prevent Blindness, Ohio Affiliate's Director of Development or Planned Giving Consultant to discuss your plans for leaving a legacy to PBO.
9. Participate in at least one PBO Special Event as a sponsor, participant, attendee or volunteer.
10. Observe or participate in one Prevent Blindness community service program annually.
11. Have fun, learn, teach and share in successes and failures. Provide honest, constructive feedback to benefit the success of Prevent Blindness, Ohio Affiliate.



MARKETING & DEVELOPMENT COMMITTEE

Development Related Duties:

PURPOSE: *Leads the board's participation in development and fundraising as well as develops and implements public relations and communications action plans to support the PBO mission.*

- Develops policies, plans, procedures and schedules for board and volunteer leadership involvement in fund raising.
- Educates the board and volunteer leadership about the organization's program plans and the resources needed to reach program goals.
- Understand PBO's mission and be willing to promote PBO and our mission- to prevent blindness and preserve sight- in local community and statewide.
- Familiarizes board members and volunteer leadership with fund raising skills and techniques to build confidence in raising money.
- Keeps the board and volunteer leadership informed about the organization's fund raising progress. Sets guidelines for board member contributions and planned giving participation.
- Solicits board members, volunteer leadership, and donors and donor prospects, for contributions and planned gifts.
- Members serve as role models for positive personal philanthropy;
- Contribute financially to Prevent Blindness, Ohio Affiliate within your own means.
Schedule a planned giving visit with Prevent Blindness, Ohio Affiliate's President/Vice President or Planned Giving Consultant to discuss your plans for leaving a legacy to PBO.
- Participate in at least one PBO Special Event as a sponsor, participant, attendee or volunteer.
- Promote positive personal philanthropy to others – PBO Board/Executive Council, other volunteers, colleagues, friends, and family.
- Identifies, cultivates and approaches major donors. Members take responsibility for corporate follow up calls/visits to their company and a minimum of three others.
- Assures that Board/Executive Council Members/Volunteer leaders take responsibility for corporate follow up calls/visits to their companies and a minimum of three others.
- Members adopt a minimum of three individual donors and conducts regular communication with adoptee with the goal being to develop relationships with current donors and move them up the ladder of giving – annual, major, planned.

Marketing Related Duties:

- Updates and monitors annual communications goals, objectives and visibility standards.
- Introduce PBO staff to mass and targeted media contacts to promote PBO programs and messages.
- Each committee member to schedule 2 introductions annually within their place of business and/or their mass media contacts.

- Assists with the development and coordination of story placement about PBO programs and messages through media contacts.
- Develop & implement a media relationship plan in your area.
- Secures donations of resources and expertise necessary to reach target audiences effectively (printing, graphics, media contacts, etc.).
- Develops and updates plans for publicly recognizing volunteers.
- Share PBO's media outputs with your network a minimum of 2 times per month.
- Assist in securing a People of Vision Emcee.



NOMINATING COMMITTEE

PURPOSE: Determines the composition of the Chapter by identifying, recruiting and proposing new executive council members, committee chairs and committee members.

1. Identifies the type of volunteer leadership that the Chapter needs.
2. Leads an evaluation of individual members' performance and the Chapter as a whole.
3. Develops job descriptions of Chapter responsibilities.
4. Screens and interviews candidates and recommends candidates to the full Chapter for election.
5. Conducts orientation for new members; organizes continuing education programs that enhance Chapter members' knowledge of responsibilities.
6. Develops and nominates members, officers and Committee Chairs.
7. Provides a representative from the Committee (typically the Chair) to participate in meetings of the State Nominating Committee.



COMMUNITY SERVICES COMMITTEE

PURPOSE: Provides community service and educational programs that are consistent with the Prevent Blindness, Ohio Affiliate mission (to preserve sight and prevent blindness), strategic objectives, and meet the needs of the Chapter area.

1. Determines populations most in need of blindness prevention services(i.e. preschoolers, African-Americans, sports enthusiasts, the elderly, disadvantaged and special needs populations).
2. Sets goals for Chapter involvement in statewide program initiatives based on PBO's strategic plan.
3. Recommends program activities to the Chapter for approval.
4. Keeps Council and volunteer leadership apprised of program progress.
5. Assists with recruitment of volunteers for programs.
6. Provides a representative from the Committee (typically the Chair)to participate in meetings of the State Community ServicesCommittee.
7. Seeks out and assists in securing resources in the community that will help PBO and Chapter reach strategic objectives.
8. Responds to advocacy alerts.