

CHAPTER LEADERSHIP DESCRIPTION: EVENT COORDINATOR

Term: Leadership will change February 1st of each year. Leadership may review positions on July 1st also to see if one or two positions need changed within the Chapter. If a Chapter kick off was less than 12 months prior to February 1st, they may vote to keep all leadership positions the same for one more year. Although it is recommended all leadership change once a year, there is no limit on the term length of leadership as long as the majority of the Chapter is in agreement. President, VP, and Treasurer need to be members with good attendance, and they should be passing at least 2 referrals per month on average.

*****If local schools are closed due to dangerous weather conditions, then Chapters should not have meetings on that day. This is for the safety of all members.**

Event Coordinator:

1. This person attends all of the planning sessions for citywide MSF Networking events.
2. This person plans the Annual Christmas party and any other events the Chapter decides to have.

ALL LEADERSHIP:

Always keep a positive attitude and promote attendance at the Chapter leadership meetings. Be sure to tag #MSF on all promotional emails, Facebook posts, or any other way you can help to get the word about MSF Networking. If you are in a profession that has a public or private forum that announces where you got your referrals, always give credit to MSF when applicable. For example, "Closed a max case from a visitor in my MSF Networking group," Or "Closed a max case from a professional I was trying to recruit into my MSF Networking chapter."

CHAPTER MEETING FOR _____ CHAPTER DATE _____

Each of the next 6 months, we will have a Visitor's Day, a social event outside of the meeting, or a competition within the Chapter.