



## Guide to NAIFA Chapter Leaders & Executive Engagement Requests

*\*Hours per month are based on the minimum commitment to NAIFA. They do not consider State or Local level commitments.*

### **President (2-4 Hours per Month)**

- Provide Oversight and Management of the Chapter Executive Director
- Hold Regular (at least quarterly) Meetings of the Chapter Board of Directors
- Ensure Compliance with Federal & State Laws, Chapter Agreement, and Chapter Bylaws
- Attend Congressional Conference
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Monthly – 1:00*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

### **Immediate Past President (1-2 Hours per Month)**

- Support the President and Attend Programming as Assigned or in their Absence
- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

### **President-Elect (2-3 Hours per Month)**

- Support the President and Attend Programming as Assigned or in their Absence
- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

### **Secretary/Treasurer (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

**Membership Chair (2-3 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & Membership Emails

**YAT Chair (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend YAT Chair Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & YAT Emails

**DAT Chair (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend DAT Chair Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & DAT Emails

**Advocacy Chair (1-2 Hours per Month)**

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & GR Emails

**IFAPAC Chair (2-3 Hours per Month)**

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend IFAPAC Chair Calls (*Monthly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & GR Emails

**Grassroots Chair (2-3 Hours per Month)**

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Grassroots Chair Calls (*Monthly – 1:00*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST & GR Emails

**Programs Chair (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

**LILI Chair (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

**Chapter Executive Director (4-5 Hours per Month)**

- Hold Regular (at least quarterly) Meetings of the Chapter Board of Directors
- Ensure Compliance with Federal & State Laws, Chapter Agreement, and Chapter Bylaws
- Submission of Chapter Reporting (*Annual, Leader, IFAPAC, and Grassroots*)
- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

**Affiliate Leader (1-2 Hours per Month)**

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Occasional – 1:00*)
- Review/Respond to CST Emails

Position competencies can be found in the [Chapter Leaders Section](#) of the [Chapter Playbook](#).