



# Officer Position Description

## THE DIRECTOR

Your **role**, it's like your major responsibility to always focus on:

ORCHESTRATE GROWTH AND DEVELOPMENT OF THE MEMBERSHIP, LEADERSHIP, AND BUSINESS OF GWRRA IN A MANNER THAT PROMOTES FUN AND A COHESIVE TEAM GWRRA.

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- You are the point person of GWRRA, the one the Officers and Members look to for direction and guidance. Understand this responsibility and make plans to communicate your guidance
- Read and understand the Officer's Handbook and refer to [www.gwrri.org/oconnect](http://www.gwrri.org/oconnect)
- Be familiar with GWRRA's other Handbooks, know where you can go with questions
- Understand the information on the Area Reports
- Know your TEAM's reporting obligations and to whom and when
- Know your website and its content and other websites
- How to build a TEAM and keep it going and growing
- Your budget and what is required to keep GWRRA running financially
- Know the MOU and abide by it

There are certain **activities** necessary to ensure the success of GWRRA. You don't have to do them all yourself, on the contrary we encourage you to use your team as much as possible. Some are monthly, others during the year. Here they are:

- To be a facilitator, coordinator and a leader by example
- Support all TEAM members
- Write and implement an annual strategic plan
  - Assess monthly progress through the Snapshot reports and adjust if necessary
  - Open dialogue with the Founder for goals, vision and running of GWRRA
  - Open dialogue with Home Office TEAM regarding events
- Ensure the following happens:
  - Meeting with TEAM GWRRA
  - Monthly video conference with TEAM GWRRA

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- Quarterly video conference with Region TEAMS
- Facilitate all national team meetings
- Reports are distributed & interpreted and used
- Identify, coach and mentor replacement
- Monthly reports from Deputy Directors and TEAM GWRRA regarding their communication, mentor and training of the Region TEAMS
- Ensure Assistants are in place at all levels of the Association and are being mentored
- Continuously assess strengths and restraints of TEAM GWRRA members and coach for improved performance
- Do an annual performance review of your assigned Region Directors
- Process Officer Appointment paperwork
- Plan, facilitate, and lead the Operation and Strategic meetings
- Be a good steward for GWRRA
- Attend Wing Ding
- Attend Annual Regional Operations Meetings in as many Regions as possible
- Attend as many Region Conventions as possible
- Ensure all Region positions are filled with the right people doing the right things
- Advise, coach and proactively support TEAM GWRRA on direction & decisions
- Encourage participation in the Director Award program
- Communication liaison between national and membership
- Write and submit articles monthly for WingWorld, Insights and any other publication upon request
- Wear appropriate clothing

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)