



Officer Position Description

DIRECTOR MEMBERSHIP ENHANCEMENT

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

DISCOVER, DEFINE AND DEVELOP AVENUES OF GROWTH FOR GWRRA THROUGH NEW LEVELS OF RECOGNITION, PARTICIPATION AND ENGAGEMENT.

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

- Be familiar with and use the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- Be familiar with all Activity Handbooks associated with MEC Programs
- Be familiar with GWRRA's other Handbooks; know where you can go with questions
- Understand the information on GWRRA Reports for all Programs and how to use the information, who should use it and for what purpose
- Know you and your TEAM's reporting obligations and to whom
- How to mentor and coach your Region MEC's to keep it going and growing
- How and what to delegate to each Activity Program
- Know your website, its content and ensure its accuracy
- Know the MOU (Memorandum of Understanding) and abide by it
- Become familiar with the GWRRA University

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:

- Have FUN! Enthusiasm is contagious!
- Write and implement an annual strategic plan for your role and assist the Region MEC's in doing a similar simpler plan to submit to their Region Directors
- Assess the Region and Districts monthly for engagement in the program activities of MEC, i.e. Chapter of the Year, Couple of the Year, Newsletter

- 🌐 Ensure the following happens monthly:
 - Meeting Region MEC's
 - Facilitate a monthly video conference with Region MEC's
 - Monthly video conference with GWRRA MEC TEAM
 - Participate in all TEAM GWRRA Meetings and video conferences
- 🌐 Identify, train, coach and mentor your replacement
- 🌐 Delegate Program activities to ensure high performance and program excellence
- 🌐 Ensure Couple of the Year program has high participation throughout GWRRA
- 🌐 Ensure Chapter of the Year is being used throughout the GWRRA
- 🌐 Ensure Membership growth and retention
- 🌐 Continuously assess strengths and needs of the MEC's and coach them to improve engagement in Program activities
- 🌐 Communicate with Region MEC with updates
- 🌐 Attend Wing Ding and participate
- 🌐 Attend as many Region rallies and/or Education Day as you can and participate
- 🌐 Take advantage of every opportunity to evaluate MEC's and coach them
- 🌐 Confer with GWRRA University to request training in areas where you have assessed training needs and assist in the creation of an plan of action
- 🌐 Lead by example and be a superb communicator who readily shares relevant information and ideas with the TEAM.
- 🌐 Ensure all Region positions are filled with the right people doing the right things
- 🌐 Process and archive Officer Appointment paperwork
- 🌐 Install any Region MEC, or delegate to someone, with patches, pins and certificate
- 🌐 Communication liaison between TEAM GWRRA, MEC and membership
- 🌐 Write and submit articles periodically to publications
- 🌐 Make certain that the GWRRA website displays accurate Program activities information, i.e. program activities guides, recognition of Region participants
- 🌐 Wear appropriate clothing
- 🌐 Proactively support GWRRA and its programs

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)