

# SHERECOVERS<sup>®</sup>

## FOUNDATION

### SRF CHAPTER CHAIR

#### **SRF Chapter Network**

The SHE RECOVERS Foundation Chapter Network is being created to ensure all women and non-binary individuals who identify with women's communities in all areas of the world are aware of our mission-driven organization, have access to all that we offer (in person and virtual), and to create local connections in local communities.

#### **SHE RECOVERS Chapter Chair**

The SRF Chapter Chair is the primary advocate to support the mission, vision, and values of SHE RECOVERS Foundation on a local level. The Chapter Chair is responsible for leading and managing chapter activities and working in partnership with SRF Headquarters, community partners, and other key constituents and donors.

#### **Duties Include:**

The Chapter Chair is responsible for leading the development of an annual program plan in collaboration with other Chapter Leads as well as the following:

- Oversee all chapter programs, services, and activities to ensure that all requirements are met.
- Develop annual program activity goals and objectives for the Chapter based on the annual program plan.
- Recruit, train, support, provide direction and oversight of work, and evaluate Chapter Lead Volunteers.
- Support Leads to recruit, train, support, manage, and evaluate local community volunteers as needed for their functional area.
- Collaborate with Chapter Lead Volunteers in the performance of their roles.
- Onboard and train new Chapter volunteers, utilizing SRF Training resources
- Increase the visibility, network, and programmatic contributions of the chapter
- Work collaboratively with other SRF chapters as opportunities arise and in conjunction with SRF HQ.
- Utilize the SHE RECOVERS Foundation Chapter web portal to access and upload information and keep program information and contacts current.
- Participate in periodic meetings with the SHE RECOVERS Foundation HQ team and the Chapter Network members.
- Hold annual elections for the Lead positions

- Ensure process are in place to track interest, attendance, and participation in all Chapter activities
- Ensure all Lead Volunteer roles remain continuously filled.

### **Chapter Chair Minimum Eligibility Requirements**

- Must self-identify as a woman or non-binary individual who identifies with women's communities
- Current or former consumer of recovery support services
- At least one year of sustained recovery
- A working knowledge and personal practice of the SRF Intentions and Guiding Principles
- 2 or more years of experience in the content area for your volunteer role
- Experience managing a team
- Experience using project management systems for tracking and reporting

### **Time Commitment**

Each Lead should be able to commit approximately 30-35 hours per month, at least in the first year and potentially longer depending on the size of the Chapter, its growth, and the number of program offerings.

### **Term & Elections**

Each Lead must be able to commit to one year (12 consecutive months) of volunteer service with the option for two additional, consecutive one-year terms. After the initial startup year, Chapters will hold annual elections for each lead role.