



Foothills Branch Chair

Goal of Position

The Branch Chair coordinates and supports the efforts and initiatives of the Foothills Branch committees. They work in concert with the Chair-Elect, Past Chair, and broader organization to provide safe and inspiring activities, courses, and volunteer experiences that allow members on the Eastside to explore, conserve, learn about, and enjoy the lands and waters of the Pacific Northwest and beyond.

Activities and Responsibilities

- Organizes and conducts meaningful and well-run Branch Council meetings that keep committees connected, motivated and moving forward.
- Facilitates collaboration and coordination among Foothills Branch's committees and programs.
- Supports committee chairs and leaders when they need additional resources or help to work through issues.
- Maintains strong connections between the Branch Council, activity committees, other branches, and Mountaineers staff by supporting the BLC, activity summits and other club-wide collaboration.
- Attends regular Branch Leadership Committee meetings on behalf of Foothills and shares relevant information back with the Foothills branch leadership.
- Works with the branch Treasurer and committee chairs to oversee the branch budget and ensures that branch funds are managed responsibly.
- Encourages and oversees consistent and meaningful volunteer recognition across activity committees.
- Supports and participates in club-wide processes to resolve member-volunteer issues promptly and effectively, and at the appropriate level.
- Promotes and supports leadership succession at the branch and committee level.
- Provides mentorship to the Chair-Elect.
- Will transition into the role of Past Chair after one year.

Length of Service

The Branch Chair's role is the second year of a three-year commitment. The first year is served as Chair-Elect, the second year as Chair, and the third year as Past Chair and mentor.

Time Commitment

The Branch Chair is expected to attend all Foothills Branch Council meetings and Branch Leadership Committee meetings, as well as the branch's Annual Social and Volunteer Recognition Banquet. Foothills Branch Council meetings take place every other month (about 6 times per year), skipping summer months. (teleconference participation is arranged) The club-wide Branch Leadership Committee, which is comprised of all of the organization's Branch Chairs, meets for 2-hours each month (teleconference participation is arranged). The Branch Chair is also expected to be involved in the budget process and periodic mid-flight checkpoints with the Branch Chair-Elect and Treasurer, which can take 4-6 hours of time primarily concentrated during March-April. Other tasks that may require some investment of the Branch Chair's time are maintaining a connection with the branch's Board Representative and attending Board of Directors meetings, helping to support the work of the Safety Officer, and occasionally

providing input to staff on various strategic and tactical initiatives. The Branch Chair-Elect should expect to contribute 6-8 hours of time per month to this role (more in some months, quite a bit less in others).

Preferred Qualifications

- An active interest and commitment to getting people outside and fostering volunteerism, conservation, engagement, and leadership skills through The Mountaineers programs.
- The ability to identify opportunities for improvement and the interest to play an active role in creating change.
- The ability to follow-through on commitments while avoiding personal over-commitment.
- Effective delegation of responsibilities to other branch officers to share work with a team and create a broad base of institutional knowledge.
- Good listening and communication skills and an ability to relate to a broad range of personalities.
- An ability to facilitate communication across a broad range of activities and Mountaineer stakeholders.
- A team leadership, project management, or organizational management background can be helpful.
- Familiarity with The Mountaineers programs and volunteer structure through participation, volunteerism, or intentional on-boarding.
- The interest and willingness to participate in a wide variety of Mountaineers activities to build trust and rapport with volunteer leaders.
- The ability to manage a flexible workload that fluctuates throughout the calendar year and provides support to volunteer needs.

Each situation and opportunity is different. No previous experience in this kind of role is required.

Support and Reporting

The Branch Chair leads the Foothills Branch Council. They work with the Chair-Elect, Past Chair, and a committee of dedicated Branch Council members (committee chairs and branch officers) who share a love of The Mountaineers and the outdoors. Mountaineers staff in every role (accounting, development, marketing, leadership development, and member services) are available to assist the person in this position.

How to Apply

To apply for consideration as the Foothills Branch Chair Elect, please contact Cheryl Talbert at cascadehiker@earthlink.net. Applications will be accepted on a rolling basis any time before September.

The Branch Chair-Elect is elected by the Foothills Branch membership, with the expectation that they will fulfill three successive one-year terms as Chair-elect, Chair and Past Chair. Ballots go out in October, and terms begin immediately after election results are certified in early November.

All members with a sincere interest and the time to commit to this role are encouraged to apply!