

# **SENECA LAND DISTRICT CHAPTER COUNSELORS**

## **Adapted from “Mid-Atlantic District Chapter Counselors”**

Adopted September 27, 2009

**Vision Statement: We Enable Chapters Through Service.**

**Mission Statement: Chapter Counselors provide encouragement via communication and service to chapters through education, support for planning, and identification of resources.**

### **Chapter Counselor (CC) Profile**

1. Positive and caring attitude
2. Good listener
3. Excellent communication skills
4. Willing to take responsibility
5. Good knowledge base about Society and District policies and resources
6. Willingness to undertake ongoing training, accept feedback, and to learn
7. Dedicated to developing a long-term relationship and commitment to a chapter
8. Willing to experiment, create, take chances
9. Preferably computer-literate with access to e-mail
10. Thorough understanding of the chapter counselor role

### **Duties, Responsibilities, and Performance Standards**

1. Ensure his chapters know who he is and that, in addition to the District Board, someone from the District is concerned and interested in the chapter's well-being
2. Have a goal of four chapter service contacts per year; visits may be to a chapter meeting, a chapter board meeting, a social event, the chapter's annual show, or other scheduled performances or events (additional contacts may be by phone calls and e-mails)
3. Provide chapter annual check list to the president and assist as necessary in completion
4. Submit a CC summary after each visit. The summary will be furnished to the chapter president, the Division Manager, and to the District Vice President for Chapter Support and Leadership Training (VP-CSLT)
5. Ensure chapters are aware of all music copyright laws
6. Ensure chapters have made IRS filing and have conducted an annual financial review
7. Ensure chapters have met state requirements; incorporation, registered agent, etc.
8. Attend HOD meeting, and District Board meetings as required
9. Submit expenditure report to the Division Manager after every visit and meeting (even if no reimbursement is claimed because cost tracking is necessary)
10. Check with chapters to ensure their Official Report of New Chapter Officials has been submitted to the Society by November 1
11. Ensure chapters are aware of all Youth In Harmony (YIH) programs in the District and the Society
12. Actively encourage chapters to support and participate in HOD meetings, division activities, District conventions, other District events and educational opportunities such as Leadership Academy and Pow-Wow