

POSTION: Extension Chair

POSTION OVERVIEW: The office of Extension Chair/Co-Chairs is an elected position. The Extension Chair and/or Co-Chairs provide leadership, direction and coordination of all aspects related to the successful operations of the Extension.

**ROLE & RESPONSIBILITIES:**

- Presides over regular Extension business meetings.
- Ensures that Extension attendance is recorded and sent to the Chapter to be kept on file.
- Ensures that Extension financials are in order and that the Extension is operating within budget.
- Provides Extension with updated information from CMSNE.
- Assumes responsibility for all functions and communications associated with the Extension and CMSNE, assuring adherence to the Bylaws and Policies and Procedures.
- Serves as a participating member of the Board of Directors and reports on Extension activities to the board and subsequently reports Board of Directors actions back to Extension members.
- Is a voting member of the Board of Directors, in the event of Co-Chairs a single vote will be shared for each Extension
- Appoints Committee Chairs within the Extension.
- Responds to questions and inquiries from the Extension membership and prospective members.
- Ensures representation of the Extension at the CMSNE Board meetings when not able to attend meeting.
- Serves as a liaison and resource between the CMSNE Board and general membership of the Extension regarding the timely communication of information.
- Ensures quality educational programming within designated region.
- Approves all mailing distributed to the Extension membership.
- Performs other duties as directed by the Board of Directors.
- During each term of office the Chair/Co-chair of each Extension will be assigned to act as a Board of Directors Liaison to a CMSNE Committee. If unable to perform the duties of the office, the Extension Chair/Co-Chair will resign or be terminated from the position in accordance with Article VII, Officers, Section 6, Removal, of the chapter bylaws.

**BENEFITS OF ELECTED OFFICE:**

- Complimentary registration to Annual Conference
- Complimentary registration to Building Strategies Conference
- Invitation to Board of Directors retreats, as sponsored/offered by CMSNE
- Based on program attendance and/or demand for Board of Directors presence, complimentary registration may be extended for programs sponsored by the Chapter and/or Chapter Extensions. The Board of Directors member agrees to actively greet participants, networks with participants and program sponsors, participates in registration activities and/or facilitates table discussions or other program components as assigned.
- Increased networking opportunities with Corporate and program sponsors and peers
- Development of communication, leadership and public relations skills

Please note: All benefits apply equally to Extension Co-Chairs. Complimentary registrations for programs sponsored by the Chapter or another Extension are subject to review and approval based on demand and attendance limitations as stated above. This may result in a pro-rated benefit.

Example: An Extension-sponsored program projects a low anticipated turnout for a program. This results in higher than normal risk for suffering a monetary loss in order to cover meeting expenses. Two Co-Chairs from the same Extension (not the host Extension) request complimentary registration to attend the program. The host Extension Chair/Co-Chairs, in conjunction with the President, decides if one, both or neither of the requesting Extension Co-Chairs are allowed complimentary registration.

For programs sponsored by the Chapter, decisions regarding complimentary registration are made by the President and Program Chairperson.