



**CLCA/ACCL**  
***Canadian Lactation Consultant Association***  
***Association canadienne des consultantes en lactation***

**POSITION TITLE: DIRECTOR OF CHAPTERS**

**RESPONSIBLE TO:**

- The Board of Directors as well as to the CLCA/ACCL membership. S/he reports directly to the Board at all board meetings and through correspondence.

**QUALIFICATIONS:**

- Be a voting member elected by the membership of CLCA/ACCL
- Be an active CLCA/ACCL member
- Certified by the International Board of Lactation Consultant Examiners.
- Have a vested interest in the organization's well-being.
- Have good organizational and written/oral communication skills.
- Have the ability to analyze and discuss issues of policy and organizational process and actively participate in the decision-making group.
- Have the ability to present a professional image of CLCA/ACCL

**TERM OF OFFICE**

- Two year term.
- When circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors with a 30 days notice
- The Chapter Director can only be removed from office by membership vote; however, his/her authority to act can be suspended by a vote of the Board pending this membership vote.

**DUTIES:** The Director of Chapters will:

- Respond to all Board communications.
- Carry out Board assigned projects
- Represent CLCA/ACCL at conferences and meetings whenever possible
- Respond to inquiries regarding Chapter membership and seek out new Chapter growth opportunities
- Develop strategies for encouraging new Chapters
- Prepare Chapter contracts and register new/renewing Chapters according to agreement procedure in collaboration with executives of Chapter and CLCA/ACCL president
- Maintain regular contact on a quarterly basis with Chapters for networking support and to gather information about their activities in order to develop submissions for the

- CLCA/ACCL Lactation Blog and social media communication
- Prepare an annual report to be available to Board members two weeks prior to the Board of Directors meeting
  - Orientate incoming Chapter Director

**EQUIPMENT REQUIRED:**

- Personal computer with capacity for Internet and email access
- Computer skills

**TIME COMMITMENT:**

- 2-5 hours per week

**COMPENSATION:**

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

REVISED ON: September 27, 2017