**Chapter Co-Chair(s):** Individual needs leadership, organizational and motivational skills.

**Goals:**

1. Manage all activities of chapter in accordance with organizational guidelines (e.g. co-lead monthly steering committee meetings, attend national chair meetings/calls as necessary when scheduled, represent local chapter at national events/activities).
2. Support the Membership Chair & Marketing Chair to assist in growing and maintaining membership.
3. Ensure financial viability of chapter.
4. In cooperation with committee chairs, review programs and small group activities to to ensure that the chapter's offerings meet the needs and expectations of members.

**Responsibilites:**

1. Co-lead the Steering committee, create agenda and preside over steering committee meetings (in conjunction with other Co-Chair).
2. Co-lead annual strategic planning activities, update on semi-annual basis.
3. Confer with SC members on their areas of responsibility.
4. Represent chapter at national meetings.
5. Communicate national strategic plan to chapter.
6. Receive and respond to calls and e-mails from women interested in TTN (as necessary & in conjunction with membership chair).
7. Assist Marketing Committee Chair in effort to reach out to other women's organizations to promote TTN to their memberships.
8. Develop relationships with other organizations to find programs to support TTN Strategic Focus Areas as applicable.