Chapter Chair
June 1, 2014 – May 31, 2015

The Chapter volunteer leadership team shares the responsibility of delivering education and networking to their community. We will monitor your fulfillment of shared and specific responsibilities below throughout your volunteer term.

Qualifications

- Active ASUG member
- Possesses strong leadership, communication, collaboration, and organizational skills
- Exhibits an ability to comfortably interact with and manage teams
- Can establish and maintain professional relationships with SAP, ASUG Chicago Office, and industry peers
- Is knowledgeable of the ASUG organization and committed to ASUG’s values

Responsibilities

All Volunteers

- Adhere to the Volunteer Code of Conduct and ASUG Bylaws
- Participate in monthly Standing Leadership Calls
- Follow the Volunteer Workspace, including the Volunteer Announcements wiki
- Opt-in to receive volunteer related emails, including the monthly Leadership Connection newsletter
- Actively engage your Community on the ASUG website

Chapter Volunteers

- Work collaboratively with other Chapter volunteers and your ASUG Communities Coordinator to plan and execute a 12-month YRC calendar
- Execute at least 2-4 Chapter meetings per year
  - Utilize the ASUG website to facilitate meeting planning and collect presentation materials
  - Ensure that meeting materials abide by ASUG branding guidelines
  - Conduct session evaluations and event feedback for each Chapter meeting
  - Ensure that ASUG organizational content is delivered at all meetings
- Attend the majority of Chapter events
- Gauge member needs to ensure Chapter is meeting its expectations and providing value through online surveys and face-to-face networking
- Update the Chapter jump page with timely and relevant news
- Consistently participate in and monitor Chapter and volunteer team discussion areas on ASUG.com
- Assist ASUG Chicago Office in recruiting Chapter volunteers by evaluating applicants within two weeks of receiving application
- Coordinate with ASUG Chicago Office on the succession and transition of Chapter volunteers

Chapter Chair

- Promote growth of the Chapter by continuously developing valuable educational and networking opportunities for Chapter members
- Collaborate with ASUG staff, Special Interest Group (SIG) Communities, and University Connection contacts to utilize the resources available to provide educational offerings that would be of interest to attendees on site, including speakers
- Open meetings with welcome remarks
- Cross-collaborate with local SIG volunteers and SAP Points of Contact to increase attendance at Chapter meetings