



## Local Chapter Leader Operational Definition

- Serves as the point of contact to the Chapter Development Program Director (co-leaders are acceptable, but one point of contact please)
- Arranges periodic in-person or virtual meetings and gatherings (semi-annually at a minimum)
- Maintains and updates a membership roster
- Orients and integrates new members into the Chapter communications, tools, and visit opportunities
- Identifies members to serve as points of contact, liaisons and represent C4C to sponsoring organizations or programs to manage teams for visits, partner collaboration, and training (delegation)
- Provides resources to Chapter members to promote the Chapter and the Ministry to the local community

### If applicable

- Co-ordinates visit coverage when members must suspend their visits (whether due to personal reasons or inactive status with the Ministry)
- Serves as or coordinates backups to Chapter members serving in the following roles:
  - Chaplain – to provide spiritual guidance and counsel as needed
  - Awareness/Publicity - Coordinates social media (FaceBook or Instagram only with signed letter of agreement)
  - Institution Relations – Schedules and co-ordinates teams for visits
  - Disaster Response Relations – Interfaces between CR Program Director with local crisis response organizations and first responders
  - Junior Handler Coordinator – Interfaces between the JH Program Director and Junior Handler members
  - Canine Relations – Interfaces between the Canine Program Facilitator
- Collaborates with the Program Director in the creation of a vision and goals for the Chapter
- Manages and resolves any conflict in the Chapter. Unresolved conflict should first escalate to the Chapter Development Program Director and, if remaining unresolved, then to the Board Liaison for Chapter Development