



Guide to NAIFA Chapter Leaders & Executive Engagement Requests

**Hours per month are based on the minimum commitment to NAIFA. They do not consider State or Local level commitments.*

President (2-4 Hours per Month)

- Provide Oversight and Management of the Chapter Executive Director
- Hold Regular (at least quarterly) Meetings of the Chapter Board of Directors
- Ensure Compliance with Federal & State Laws, Chapter Agreement, and Chapter Bylaws
- Attend Congressional Conference
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Bi-Monthly – 1:00*)
- Attend Membership Calls (*Weekly – 0:15*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Immediate Past President (1-2 Hours per Month)

- Support the President and Attend Programming as Assigned or in their Absence
- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

President-Elect (2-3 Hours per Month)

- Support the President and Attend Programming as Assigned or in their Absence
- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Bi-Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Secretary/Treasurer (1-2 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Membership Chair (2-3 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Bi-Monthly – 1:00*)
- Attend Membership Calls (*Weekly – 0:15*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Services Team & Membership Emails

YAT Chair (1-2 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Advocacy Chair (1-2 Hours per Month)

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 2 Priority – Expected*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Services Team & Advocacy Emails

PAC Chair (2-3 Hours per Month)

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend PAC Chair Calls (*Monthly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Services Team & PAC Emails

Grassroots Chair (2-3 Hours per Month)

- Attend Congressional Conference
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Grassroots Chair Calls (*Monthly – 1:00*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Services Team & Grassroots Emails

Programs Chair (1-2 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

LILI Chair (1-2 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Chapter Executive Director (4-5 Hours per Month)

- Hold Regular (at least quarterly) Meetings of the Chapter Board of Directors
- Ensure Compliance with Federal & State Laws, Chapter Agreement, and Chapter Bylaws
- Submission of Chapter Reporting in a Timely Fashion (*Advocacy, Affiliate, Annual, Leader and Membership*)
- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 1 Priority – Mandatory*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend Chapter Executive Directors Meetings (*Quarterly – 1:00*)
- Attend State Give & Take Calls (*Quarterly – 1:00*)
- Attend and/or Ensure Representation at Chapter Cohort Calls (*Bi-Monthly – 1:00*)
- Attend Membership Calls (*Weekly – 0:15*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Affiliate Leader (1-2 Hours per Month)

- Attend Congressional Conference (*if possible*)
- Attend National Leadership Conference (*Level 3 Priority – Desired*)
- Attend Chapter Leaders Calls (*Monthly – 1:00*)
- Attend and/or Ensure Representation at Special Topic Trainings (*Quarterly – 1:00*)
- Review/Respond to Chapter Service Team Emails

Position competencies can be found in the [Chapter Leaders Section](#) of the [Chapter Playbook](#).