**Branch Teams are made up of the following roles:**

* Branch President
* Communications Vice President
* Venue Relations Vice President
* Program Vice President
* Membership Vice President

*Note: The list of local members will be entrusted to the Branch Team for use in their duties and* ***should not be used for any other purpose whatsoever, especially not be given to sponsors or others who are not members of the branch****.*

**Role - Branch President**

**Purpose** - Maintain Branch health, oversee the leadership team in their Branch and report all Branch activity to the Regional Director.

**Who do they report to** – Regional Director

**How much time it will take** – 15 hours per month

**Specific duties include:**

* Provide guidance to Branch Vice Presidents in the performance of their duties
* Fill Branch Vice Presidents positions from branch membership and report contact information and changes to these positions to the Regional Director
* Conduct regular meetings with the Branch Team to determine the dates/times of events, discussion topics (taken from registration forms), membership issues and other matters of business for the branch
* Schedule at least 4 Branch events throughout the year
* Assemble the details of each Branch event and send them to International Headquarters for posting - always copying the RD
* Provide monthly report of branch activities to Regional Director
* Participate in quarterly Branch conference calls
* Participate in monthly leadership/strategic calls
* Be an information resource of SPiN initiatives and activities for branch membership
* Maintain branch membership roster with Membership Vice President
* Welcome and engage new branch members
* Attend SPINCon and annual SPIN leadership meetings

**Resources** - The Branch Director should make use of the various files and forms found at <http://spinleaders.spinplanners.com>

**Role - Communications Vice President**

**Purpose** - be responsible for notifying local members of upcoming local/national events and SPiN programs, using a variety of contact methods

**Who do they report to** – Branch President

**How much time it will take** – 5-10 hours per month

**Specific duties include:**

* Communicate branch activities and encourage member involvement
* Communicate SPIN programs and encourage member involvement
* Help build branch membership by communicating with senior planners who are not members
* Submit articles, Branch Event summaries, and blogs for the SPIN newsletter and website
* Increase branch visibility through social media and the internet – i.e. Branch Facebook page, LinkedIn Subgroup
* Participate in Branch Team calls as scheduled by the Branch President
* Participate in Comunications Team calls as scheduled by SPIN's Director of Communications
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Resources** - The Communications Vice President should make use of the various files and forms found at <http://spinleaders.spinplanners.com>

*As member needs evolve, the duties of the Branch Teams may change to keep up with those needs.*

**Role - Venue Relations Vice President**

**Purpose** - Handle the logistics of branch events to include educational events, social activities and branch CSR initiatives.

**Who do they report to** – Branch President

**How much time it will take** – 5-10 hours per month

**Specific duties include:**

* Secure locations for branch events and activities
* Oversee food & beverage arrangements for branch activities
* Identify and recruit local sponsors for branch activities using the pool of Preferred Suppliers and member contacts (any sponsorship agreement with local sponsors – other than venue/catering sponsors – would need to have approval from SPIN Headquarters prior to being involved with an event)
* Convey the details of branch activities (including the logo of the sponsor host) to the Branch President, Communications Vice President and Catherine Jensen, Vice President of Operations ([catherine@spinplanners.com](mailto:catherine@spinplanners.com)) for promotion on the SPIN website
* Participate in Branch Team calls as scheduled by the Branch President
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Resources** - The Venue Relations Manager should secure a sponsored venue, using the standard RFP forms found at <http://spinleaders.spinplanners.com>

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**Role – Program Vice President**

**Purpose** - Identify and coordinate delivery of content for branch events. Facilitate each event or secure another member to facilitate in their absence.

**Who do they report to** – Branch President

**How much time it will take** – 5-10 hours per month

**Specific duties include:**

* Determine agenda, content and presenter/discussion leader for each member event
* Facilitate delivery of event content
* Identify a scribe to record discussion/presentation highlights & key messages
* Present SPIN Update highlighting programs, international events and SPIN:News
* Collect feedback on content and its value to the branch members
* Share highlights & key messages with Regional Directors and International Headquarters
* Announce topic for next branch event
* Participate in Branch Team calls as scheduled by the Branch President
* Participate in monthly leadership/strategic calls
* Participate in Programs Team calls as scheduled by SPIN's Director of Programs
* Attend SPINCon and annual SPIN leadership meetings

**Resources** - The Program Manager should make use of the various files and forms found at <http://spinleaders.spinplanners.com>

*As member needs evolve, the duties of the Branch Teams may change to keep up with those needs.*

**Role - Membership Vice President**

**Purpose** – Identify the needs of the branch membership and ensure that they are being met. Communicate with International headquarters when they are not or if improvements can be made.

**Who do they report to** – Branch President

**How much time it will take** – 5-10 hours per month

**Specific duties include:**

* Conduct a minimum of two (2) member needs assessments annually through focus groups, surveys or personal contact with members
* Identify the needs and wants of Branch members and communicate the data to Branch Leadership and SPIN's Director of Member Relations
* Serve on SPIN's Membership Committee
* Assist in growing branch membership and member engagement through recruitment, member needs assessments and inactive member contact
* Provide input on the content of the SPIN new member orientation kit
* Personally welcome new members
* Provide new member orientation and engagement process
* Participate in Branch Team calls as scheduled by the Branch President
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Resources** - The Membership Manager should make use of the various files and forms found at <http://spinleaders.spinplanners.com>

*As member needs evolve, the duties of the Branch Teams may change to keep up with those needs.*