



Chapter TU Service Partnership Coordinator

The Chapter Service Partnership Coordinator leads the Chapter's efforts to offer organized, engaging and welcoming events to first responders and military members, and their families, to encourage a safe and fun atmosphere for learning about conservation, TU and angling. The Chapter coordinator recruits new members, engages them in TU's mission, facilitates their retention, and promotes them in leadership roles. This individual actively develops or enhances events at the Chapter level, initiates new programs to provide meaningful engagement opportunities, facilitates membership drives to increase membership amongst first responders and military members, and communicates directly with Service Partnership participants in the Chapter.

The Coordinator is encouraged to develop an annual Service Partnership Plan for the Chapter, along with an associated budget. In this annual planning effort, the Service Partnership Coordinator is supported by the Service Partnership Chair and all resources and shared experience available through the Service Partnership programs across the country.

The Service Partnership Coordinator position has wide-ranging responsibilities, requiring much more than simply being present at board meetings, reporting Service Partnership updates to the board and effectively leading a Service Partnership Committee. He or she is an active conduit for communication to members and other stakeholders by giving proper notice of upcoming events and timely distribution of event materials to the Chapter as well as the general public. Additionally, the Coordinator should provide advice and resources to the board on topics such as inclusion as well as advocating for members and their perspectives.

Key Responsibilities

The Service Partnership Coordinator must be a current Trout Unlimited member who will ensure that the following responsibilities are completed (personally or by way of delegation):

- Develop an annual Service Partnership plan with budget.
- Create and maintain a current list of members that are first responders and military members.
- Connect with current, lapsed and near expired members that are first responders and military members to introduce oneself and personally invite them to an upcoming event (e.g., Chapter meeting). May work in partnership with the membership committee.
- Connect with first responder and military members who have attended an event or have become a new member. This may consist of a quick email with upcoming events or news. Ideally this happens on a regular basis (e.g., monthly). Alerts can be set up to facilitate this effort.
- Network with other Service Partnership Coordinators and Service Partnership Chairs to share successes and learn about new opportunities.
- Facilitate at least two Service Partnership events a year for the Chapter.
- Attend Council meetings and/or Chapter board meetings to update others on Service Partnership efforts and learn more about other Service Partnership activities.



- Retain records and keep the board abreast of key issues (e.g., upcoming events, budget, donors, volunteer hours). These records may include:
 - Service Partnership committee roster
 - Legacy documents for events
 - Event descriptions with implementation details
 - Key volunteer contact list
 - Donor lists (provide a copy to Treasurer for tax deductible letter preparation)

- May take a lead role in administration and updating of Chapter social media, email and/or print newsletters and other communication vehicles. These duties may also be assigned to another committee member, Chapter communications chair, Chapter webmaster or other board position.

Elected By/Reports To:

Board of Directors

Term Length:

Per Chapter by-laws

Time Commitment:

Approximately 15 hours a month; additional time required for committee work and other board commitments.

Budget Support:

Limited