

Portland Executives Association

Division Coordinator

Roles & Responsibilities

- Leads the Division within the Association
- Guides planning Annual Division Program
- Serves the Membership Committee
- Leads vetting new members within the Division
- Assimilates new members into the Division and Association
- Facilitates quarterly business/social meetings for the Division
- Annual term begins in January, renewable for up to two consecutive years

Thank you for agreeing to lead your Division within the Association. It should be a good leadership experience, and a way to connect more deeply with the members of your individual Division. In the past few years, the Association has placed great emphasis on the value of the Division = this is a much better format and group size to build deeper social and business relationships, so please take advantage of it.

Annual Division Program

This is one of your biggest duties and a chance to celebrate the highlights all members of your Division and the services and products they offer. You don't have to do it all yourself, but you do have to delegate and follow up to make it happen. Dates will be scheduled at least 90 days out, with these general guidelines. Please note the key points below.

January – Construction	July – N/A
February – N/A	August – <i>Golf Tournament</i>
March – Office & Service	September – Insurance & Finance
April – Health & Wellness	October – Sales & Communication
May – N/A	November – Retail & Hospitality
June – Auto & Transportation	December – <i>Holiday Program</i>

- One point of contact (generally Coordinator) communicates all details with the Office regarding Food, Layout, A/V, format and content
- All details should be final at least 14 days prior to Program Date
- Only PX Office contacts The MAC to arrange A/V, food, and layout
- A Division door prize is usually, but not always provided

Membership Committee

The Membership Committee is made up of each Division Coordinator, plus other representatives. Generally, meetings happen the second Thursday of each month at 11:00 am immediately prior to the general meeting.

Key Points

- Poll your Division members regularly for new prospective members.
- Bring ideas to the meeting for discussion. If Membership Committee agrees that a business may be a good fit, coordinate a meeting with the Office.
- Poll your Division members for comment during the vetting process when a new member that would enter your Division is proposed. Send feedback to Membership Committee in a timely manner.

New Member Onboarding

Together with the New Member Onboarding committee and the assigned Mentor, one of your most critical tasks is to welcome new members into the Association. Guiding and helping people feel welcome is vital – the more people that are helping early in the process, the more likely we are to have a long term member.

- Work with the New Member Onboarding committee to make sure a Mentor is assigned, New Member Intro and Trade Talk are scheduled.
- Check in personally to answer questions about leads, programs, dress code, and any other Association concerns.
- Sit with the new member at Thursday meetings and introduce them to other members.
- Make an effort to do business with the new member if possible and try to provide leads to the new member.

Quarterly Meetings

Help your Division bond by scheduling quarterly meetings. These can be at a restaurant or at a members' home or business. The Coordinator is not responsible to host the event or pay for food or drink, but to facilitate the gathering. These meetings can be used to discuss Division Programs, new member ideas, and to learn more about each other's businesses – and to have fun.

Annual Elections

Each year in January the Division members must vote on the Coordinator and Co-Coordinator. Email or in-person votes should be documented and results shared with the Office immediately. Elections must be approved by the Board to take effect, so please send your election results to the Office as soon as possible. Division Coordinator is a one year position that may be renewed one time a total of two consecutive years. Co-Coordinators generally follow into the Coordinator position, but must always be approved by a Division vote.

Questions/Problems

The Vice Chairman of the Board is specifically assigned to work with the Division Coordinators. The Vice Chair also represents the needs and concerns of the Division to the Executive Committee and the Board. Please contact the Office or Vice Chairman with any questions. We are all here to help each other succeed. Thank you.