
JOB DESCRIPTION



POSTION AREA CHAIR

DESCRIPTION The Area Chair, in partnership with the Area Coordinator, is one of the key leaders of the Area program and is responsible for overseeing the administration, finances and public relations aspects of the program.

RESPONSIBILITIES

1. Serves as the co-leader of the Area in partnership with the Area Coordinator.
2. Work with the Area Coordinator to insure that all aspects of the Special Olympics Virginia program are implemented in accordance with SOVA policies, operating procedures and accepted standards of quality.
3. Serve as the primary liaison between SOVA staff and Area volunteers.
 - Establish an Area information distribution system to include disseminating information received from SOVA staff.
 - Ensure that all required paperwork is submitted to SOVA staff in a timely manner (treasurer reports, accreditation, fundraising applications).
 - Convey Area concerns, issues, suggestions, etc. to the appropriate SOVA staff person.
 - Attend SOVA sponsored meetings – Section Meetings, Annual Conference, etc.
4. Ensure the effective operation of the Area Council.
 - Schedule and conduct monthly Area Council Meetings.
 - Ensure that Council Meeting announcements and minutes are distributed to all Council members in a timely manner.
 - Establish a positive working relationship with the Secretary, Treasurer, Vice Chair, Fundraising Chair, Public Relations Chair and other administrative positions.

5. Work with Area Council positions to insure that goals are met and that the Area adheres to SOVA policies and guidelines.
 - Create a balanced budget each year and insure an adequate fundraising plan to meet financial needs.
 - Ensure that financial reports are submitted as required.
 - Participate in SOVA sponsored fundraising and media opportunities.
6. Promote Special Olympics in the Area to insure adequate volunteers, funding and support.
 - Participate in community sponsored events for people with disabilities and for potential volunteer groups.
 - Serve as a public spokesperson for SOVA and the Area.
 - Make the media aware of Area training programs and special events.

**MEASURES OF SUCCESS IN FULLFILLING THE
AREA CHAIR POSITION**

1. The Area is accredited.
2. The Area provides a year-round training program for all interested athletes.
3. The Area operates according to SOVA policies and guidelines.
4. The Area submits required paperwork on time.
5. The Area has a functioning council that meets regularly and each council member strives to achieve their goals.
6. Local programs are established, if necessary, and monitored as appropriate.
7. Information is disseminated in a timely manner to all appropriate persons.
8. An Area representative attends all required meetings.
9. Area volunteers are recognized for their contributions.
10. The community is aware and supportive of Special Olympics activities.
11. The Area has sufficient funds to operate the program.