

## **Associates Chair**

### **Region, Chapter or Group**

#### **Position Description**

Associates are the men who have made a lifetime commitment to support Hadassah and to be integral to the organization.

The role of an Associates Chair is to identify and enroll prospective Associates and to engage and empower the Associates to accomplish their goals and to help the Chapter to include the Associates in their activities and plans, particularly fundraising and education.

The actual responsibilities of the Associates Chair may include:

- Finding an Associates leader or team of men to initiate and manage Associates specific events and activities.
- Communicating with Associates at least 3 times a year by email, phone, letter or other method. The Chair should inform about Chapter and Associates specific activities, news from National Hadassah, updates on National Associates Projects, current Associate donation and unit remittance coding. The NCHA, the National Committee of Hadassah Associates, can help with this.
- Keeping track of Associates giving history, annual giving and leadership activity, working with the appropriate Hadassah chairs and VP's.
- Thanking Associates for gifts and sending notes of appreciation.
- Keeping an up-to-date list of Associates and their contact information
- Keeping in touch with National Committee of Hadassah Associates, NCHA, to share ideas and report successes.
- Ensuring that the unit leader has included the Associates Chair on the unit PIF, Portfolio Information Form.
- Promoting the value of Associates involvement within the chapter in reaching goals and including Associates plans in the unit's Annual Plan.
- Participating in National webinars that include Associate information such as Grass Roots Gathering and Annual Giving.
- Reminding the Hadassah leadership that Associates may be their greatest untapped resource!

The Chair may be a member and Associate, a member or Associate, or a team of both. Every member and every Associate is a valuable resource for our Units to reach our goals and support our Hadassah Mission.