**WOMEN’S FORUM CO-CHAIRS**

The Women’s Forum Co-Chair is responsible for providing strategic leadership to the region and serving as liaison to Duke Alumni Affairs. In this role, the Chair conducts outreach to the steering committee, maintains a consistent and diverse programming calendar, and works with DAA to ensure completion of regional goals.

**SPECIFIC DUTIES**

- Call and moderate Steering committee meetings and set date/time, venue and agenda coordination with DAA Staff
- Maintain regular communication with the Steering Committee (quarterly email updates) and serve as the contact person for questions and suggestions
- Encourage participation in all Women's Forum events, including the Women's Forum Leadership Conference and Women's Weekend, coordinate outreach with DAA Staff and Women’s Forum Steering Committee
- Serve as regional contact with DAA Staff regarding upcoming events, ideas for programming, etc.
- Represent the Women's Forum as a member of the Regional Board during the first year of the two-year term, attending quarterly meetings
- Maintain a calendar with events planned for 9-12 months out
- Identify steering committee members
- Recruit the lead volunteers to serve as neighborhood event chairs
- Perform other responsibilities assigned by the DAA as needed

**TIME COMMITMENT**

The Women’s Forum Co-Chair position requires 3-5 hours per month

**TERM LIMIT AND REQUIREMENTS**

Two-year term (alternating 1-year overlap between Co-Chairs). This position is appointed by the DAA regional director in cooperation with the Assistant Director for Alumnae Engagement.

**QUALIFICATIONS**

- Strong commitment to creating learning, leadership and network opportunities for Alumnae