



Job Title: Governance Coordinator
Department: Administration
Reports to: Executive Director
FLSA: Non-Exempt

The Governance Coordinator plays a key role for US Chess by providing support to the Executive Board, Delegates, State Chapters and Committees. Exceptional organizational, oral and written communication and attention to detail are required.

Key Responsibilities:

Executive Board

- Create and maintain archive of Executive Board documents, including meeting minutes.
- Assist with agenda preparation, including tracking open action items from prior meetings and Referred Delegate Motions from the most recent Delegate meeting.
- Helping prepare meeting packets as needed.
- Enter Executive Board motions into the motion archives documents and online database.
- Serve as the primary office point of contact for Executive Board elections to include:
 - Collecting and validating petitions from candidates
 - Implementing voter registration drive and assisting members with registration
 - Supporting the Chief Teller for validating ballots prior to counting

Delegates

- Communicate with State Chapters to obtain Delegate/Alternate Delegate lists.
- Generate and maintain a master Delegate list from a database.
- Enter member political status updates in database.
- Communicate with Delegates to obtain Advance Delegate Motions (ADMs) and answer *ad hoc* Delegate queries.
- Prepare Advance Agenda for Delegates Call in consultation with Executive Board.
- Prepare Compliance Report for Delegates Call.
- Communicate with Committee Chairs for obtaining committee reports and coordinating meeting/workshop schedule at the annual US Open.
- Maintain "In Passing" list and prepare slides of names for Delegates Meeting.
- Coordinate annual awards ceremony at US Open including: sending recipient announcements, tracking RSVPs and preparing emcee notebook for awards ceremony.
- Create Delegates Meeting minutes.
- Create Membership Meeting minutes.
- Maintain and post current US Chess Bylaws, Delegate Actions of Continuing Interest (DACI), Code of Ethics.

State Chapters

- Request annual update from state chapters to obtain current officers and contact information.
- Request bylaws from state chapters.
- Communicate with state chapters about membership renewal and to answer general questions.
- Maintain US Chess Clearinghouse coordinators list and updating information for US Chess website.
- Maintain list of state scholastic coordinators.

**Committees**

- Create and maintain committee lists and forums in US Chess membership database and website.
- Maintain committee list and post to US Chess website.
- Request status updates from committees for Referred Delegate Motions.
- Request committee reports for Delegates Call.

Other Responsibilities

- Serve as liaison to US Chess Committees (e.g., Bylaws, Elections, Awards).
- Execute large scale e-mail blasts through both Outlook and the member database.
- Assist with process improvement for office procedures.
- Perform other projects as assigned.
- Occasional travel to US Chess events and meetings.

Qualifications

- 5+ years administrative or governance experience or a Bachelor's degree with 1 year work experience.
- Excellent Microsoft Office skills (Word, Excel, PowerPoint).
- Ability and willingness to learn new software, including online databases, website backend operations, Google's suite of tools and Adobe PDF tools.
- Strong diplomatic skills with ability to use discretion with confidential material.

Presently, the position is posted for a job share arrangement and will be offered at 30 hours/per week, with benefits. The position could be 40 hours/week in the future. The position is based at US Chess headquarters but willing to consider telework arrangement for exceptional candidates.

Revised October 2021