



# Chapter Leader

Last Updated 7/8/2024

## Summary

Chapter Leaders serve on the leadership team of one of Affirmation's chapters. Chapters are the most local unit of Affirmation. All Affirmation community members for whom we have location information are assigned to a chapter where possible. Chapters allow for more geographically accessible in-person activities and local connections between community members.

## Leadership Team Organization

Affirmation chapters are ideally led by a leadership team of three individuals, usually a president, senior vice president, and vice president. However, many chapters opt for a less hierarchical leadership structure, where all members of the chapter leadership team serve as coordinators. Both structures are supported in Affirmation.

"Affirmation International" below refers to Affirmation: LGBTQ Mormons, Families & Friends, the 501(c)(3) nonprofit organization incorporated in Utah, United States. Generally, Affirmation chapter leaders will communicate and coordinate with the Executive Committee of Affirmation International or a member of the Executive Committee responsible for supporting chapters within a geographic area.

## Duties and Responsibilities

- Chapter leaders serve as the chapter's point of contact. The chapter's leadership team receives messages sent to the chapter via the website. Chapter leaders will also be the first contacts for Affirmation internally to resolve concerns, organize activities, etc.
- Chapter leaders moderate the chapter's Facebook and WhatsApp (if applicable) groups, including encouraging discussion, ensuring that posts align with group rules, and approving new members.
- Chapter leaders identify opportunities to promote the chapter and its activities locally. This may include advertising in local LGBTQIA+-focused publications or attending LGBTQIA+-focused, interfaith, or other related events.
- Chapter leaders communicate and coordinate with Affirmation International by submitting annual work plans, activity or conference budgets, funding requests, and any requested reports.
- Chapter leaders are responsible for using funds provided by Affirmation International or other sources to fund activities or conferences hosted by the chapter. Outside the United States, one



member of the chapter leadership team will be designated to receive and be responsible for funds from Affirmation International.

## Training & Resources

- Chapter leaders will have access to all guides and training materials provided to all Affirmation Community Leaders via an online dashboard.
- Chapter leaders will be invited to regular leadership meetings to receive updates and training and to discuss accomplishments and concerns.
- Chapter leaders will receive affirmation.org email addresses for Affirmation business and access Google Workplace. Chapter leaders will also be added to a group email for the chapter.

## Requirements

- Chapter leaders must provide leadership that reflects [Affirmation's mission, vision, values](#), strategic plan, and all other policies. This includes facilitating an environment of safety, love, and hope where individuals can navigate the challenges of the LGBTQIA+/LDS intersection and are supported in self-determining their spirituality and relationship with the Church.
- Chapter leaders must have access to computers or other devices and broadband internet to communicate via email, moderate Facebook and WhatsApp groups, and participate in virtual meetings.
- Chapter leaders should have a working knowledge of using Google Workplace, including Google Docs, Sheets, and Gmail.
- Chapter leaders should feel comfortable engaging with the diversity of self-determined sexual orientations, gender identities, beliefs, and relationships with The Church of Jesus Christ of Latter-day Saints of Affirmation community members.

## Evaluation

- Chapter leaders serve for one year and may be reappointed by the Executive Committee of Affirmation International based on the chapter's activities, membership, adherence to policies and procedures, and the leader's desire to continue serving.
- Based on the chapter's activities, membership, and adherence to policies and procedures, the Executive Committee of Affirmation International may opt to hold an election for chapter leadership following any one-year term of an appointed leadership team.



## Time Commitment

- The estimated time commitment for chapter leaders is 1-3 hours weekly.
- Chapter leaders should be able to reply to emails within 48 hours.
- Chapter leaders should moderate the Facebook and WhatsApp groups 2-3 times weekly.
- Chapter leaders are encouraged to attend all leadership meetings to which they are invited. These meetings will typically be held regularly, monthly, quarterly, or bi-annually, lasting 1 - 2 hours each.
- Chapter leaders are encouraged to attend the annual conference of Affirmation.