

Roles for CRS Chapter Members

CRS Chapters are an integral part of building the movement to end global poverty. Through meaningful action focused on chapter building, advocacy and fundraising, chapter members are joining others across the United States in CRS' campaigns on pressing global issues, making a difference in the lives of millions of our vulnerable brothers and sisters around the world.

All chapter members support chapter functions and carry out chapter actions. Chapter members gather together virtually or in person for the National Conference Call on the second Saturday of each month at 1 p.m. Eastern/10 a.m. Pacific or listen to the recording together virtually or in person as a group within a week after the call. Chapters will then meet a second time as a community during the month for further action planning.

In their respective roles, chapter members will work collaboratively and with others in their parishes, communities, etc. to support the work of CRS.

It is recommended the following roles are identified by the final session of the 4-part new group chapter orientation.

- a) **Chapter Leader(s)*:** Serves as the primary liaison between the chapter and CRS staff. These individuals will be the main motivators of the chapter, mobilizing members to take concrete action on behalf of those most in need. Leaders follow up with chapter members by phone after the initial chapter launch, throughout the 4-part new group orientation and again each month before and after chapter meetings. Leaders help coordinate and plan the agendas for chapter meetings, orient new members to the chapter and report on the chapter's activities during monthly leader conference calls.

CRS recommends a shared leadership model wherein co-leaders work together to shepherd the chapter's work and increase learning amongst chapter members. Co-leaders work in partnership to carry-out the functions outlined below and sustain a thriving chapter community. CRS recommends at least a 1:5 leader to chapter member ratio to support a high-functioning chapter (i.e. if there are fifteen-chapter members total, there should be at least three co-leaders.)

- b) **Congressional Liaisons*:** Develops and manages the relationship with the member of Congress' office by: 1) developing a relationship with the member's scheduler and scheduling appointments for congressional meetings in state or district, 2) building a relationship with the legislative aides who cover the relevant issues in the member of

Congress' office, and 3) developing relationships with other key congressional staff in the office. There should be a liaison for every U.S. Senator and U.S. Representative connected to your chapter. For example, a chapter in Atlanta could have a liaison for Rep. Scott, one for Rep. Williams, one for Sen. Ossoff and one for Sen. Warnock.

- c) **Community Giving Coordinator***: Spearheads chapter giving initiatives with the local community to raise funds to support CRS' lifesaving work. This person coordinates giving opportunities at least two times per year, such as CRS Rice Bowl—CRS' Lenten program—and one other community giving activity suggested to take place in the early fall. These activities provide meaningful and engaging opportunities for communities to come together in fellowship to support those in need around the world.
- d) **Media Coordinator**: Monitors local news outlets to find opportunities to write letters to the editor and other media pieces about CRS' priority issues, and encourages chapter members to write and submit letters to the editor. The media coordinator is responsible for developing a relationship with editorial page writer(s) or newspaper editor(s) to pitch editorials and op-eds, and can look for opportunities to invite the media to relevant chapter events. *[In larger chapters, one person can monitor local news outlets for opportunities to write letters to the editor and another person can build relationships with the editorial writers and editors.]*
- e) **Community Outreach Coordinator**: Identifies and coordinates chapter presentation and tabling opportunities at community events. Presentations and tabling help to generate awareness of CRS, recruit members for the chapter and invite others to participate in supporting the advocacy and giving activities organized by the chapter. The coordinator oversees scheduling and other logistics to make the activity as successful as possible. *[In larger chapters, one person or team can focus on tabling opportunities and another person or team can focus on speaking opportunities.]*
- f) **Hospitality Coordinator**: Coordinates with the parish, university, school, etc. on logistics for hosting chapter meetings, including room availability, chairs, tables, audio and visual equipment and other needs. This person coordinates refreshments, snacks and meals for meetings, as well as community-building opportunities for the chapter.
- g) **New Member Coordinator**: Meets with new members before or after chapter meetings to get to know them, learn why they joined the chapter and assess their interests to identify what roles they would like to fill in the chapter. This person welcomes new members and helps them become acclimated to the chapter.

***Positions are critical to a chapter's success.**