



## **Position:**

State Representative

## **Term:**

Two-year term with a two-term limit. Approved by the president in consultation with the CEO.

## **Description:**

Promote the Association of Professional Chaplains. Recruit, retain and support the APC membership in one's state and advocate for the chaplaincy profession. Support local chaplains in fulfilling their maintenance of BCCI certification requirements, including annual continuing education reporting and five-year peer review.

Assist state continuing education chair and local membership in coordinating local meetings, educational opportunities and/or social events. Also Accountable to the Chair of the Membership Committee and to the APC Board of Directors.

## **General Qualifications and Personal Qualities:**

- a. Board certified chaplain preferred (MUST be in good standing with APC membership & BCCI certification)
- b. Demonstrated sensitivity to diversity and inclusivity issues
- c. Demonstrated team player with collaborative work style
- d. Demonstrated ability to initiate and accomplish work within timelines
- e. Demonstrated ability to follow through on tasks and commitments
- f. Demonstrated ability to be flexible, yet work within set policy standards
- g. Excellent verbal, written and organizational skills
- h. Access to communication networks to communicate with other local leaders and state membership

## **Specific Qualifications:**

- a. Ability and institutional support to provide hours needed to perform responsibilities
- b. Commitment to APC, and its vision and strategic plan
- c. Ability to deal creatively and dispassionately with conflict
- d. Understands and works well within the APC's organizational structure

## **Duties and Responsibilities:**

- a. Promotes the Association of Professional Chaplains and its standards for high-quality chaplaincy care within the state
- b. Upon request, finds a mentor for a certification candidate in the state
- c. Recommends the state continuing education chair
- d. Advocates for the professional chaplain and promotes chaplaincy care as a vital element in any system of care
- e. Keeps the local membership aware of the policies, standards, mission, vision and strategic plan of APC
- f. Strengthens the communication among local members for mutual support and education
- g. Coordinates local meetings, educational opportunities or special gatherings with the state APC CE chair and/or with members of other chaplain associations
- h. Serves as a "local network executive" by facilitating a process whereby the local members are informed of learning opportunities, job openings and concerns within the membership of APC.
- i. Keeps the national coordinator aware of the needs, concerns and issues of the local membership so these may be directed to the appropriate national officer
- j. Makes an effort to attend APC meetings

Revised 2/2015