

Contractor SIG Manager

The Contractor SIG Manager is a volunteer position whose purpose is to coordinate meetings of the chapter's Contractor Special Interest Group.

This position has the following responsibilities:

- Organizes meetings of the group
 - Sets an agenda or topic
 - Arranges a place to meet
 - Sends out email notice to members of the SIG
 - Notifies for announcement to general STC-WVC members
- Keeps a mailing list of those interested in the SIG
- Moderates group discussions
- Passes on job leads to SIG members
- Coordinates with chapter managers, such as officers, managers, and the newsletter editor, to update and post relevant information
- Attends and participates in chapter and administrative meetings

Requirements

- None specified

Time commitment

- Time commitment is mainly in organizing meetings.

Term and Succession

- No set term and succession.