

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Business Development	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-26-09	P&P 110—F

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JOB DESCRIPTION FOR THE BUSINESS DEVELOPMENT DIRECTOR

Specific duties:

Generally ensures the growth of the chapter and facilitates chapter sales.

The Business Development Director's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Develops proposals for new business opportunities, with board consultation, commensurate with the needs of the chapter.
8. Develops an annual short-term and long-term business development plan with board consultation.
9. Establishes strategic partnerships with other CAMFT chapters, nonprofit agencies, institutions, etc.
10. Maintains a mailing list of chapter members and outside agencies of importance to the chapter.
11. Ensures adequate advertising of the chapter's services.
12. Coordinates chapter product sales.
13. Transfers all material pertaining to the office to the newly elected Business Development Director and educates the newly elected Business Development Director as to the role of the position.

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