

Global Affinity Group Deputy Chair Role Description

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The **Affinity Group Deputy Chair** serves as the second-in-command to the Global Affinity Group Chair and plays a critical role in **operationalizing** the group's strategic priorities. This role supports the overall leadership, planning, and day-to-day management of the affinity group, ensuring initiatives are effectively executed and leadership teams remain engaged, aligned, and supported.

Working closely with the Global Affinity Group Chair and HBA staff, the Deputy Chair maintains an internal and strategic focus—translating priorities into actionable plans, overseeing leadership operations, and supporting the effectiveness and sustainability of the volunteer team structure. This leader helps cultivate a strong and collaborative global/virtual leadership team to successfully execute initiatives and deliver meaningful member value.

Key Responsibilities

- Support the implementation and execution of the affinity group's strategic plan and annual priorities
- Manage and monitor the annual project plan to ensure timely progress and accountability across initiatives
- Oversee leadership team operations and help ensure volunteer roles are clearly defined, supported, and filled
- Lead or support the recruitment, interviewing, onboarding, and transition planning for leadership team members
- Foster volunteer engagement, collaboration, and leadership continuity across the team
- Maintain and share best practices, processes, and operational guidance for the affinity group leadership team
- Partner closely with the Global Affinity Group Chair to support overall group direction and effectiveness
- Represent the affinity group in Global Affinity Group Committee meetings as needed in the Chair's absence

Time Commitment

Approximately 5–10 hours per month.
