

The criteria for a State Chair:

1. A State employee
2. Involved with or in the Insurance Department, Financial Analysis, Liquidations, etc.
3. MUST be a CFE, AFE or member of SOFE
4. Impart SOFE related information to the members
  - A. Learn the State Chair Manual Information
  - B. Changes of any kind from SOFE, requests for surveys, questionnaires, etc. to the members:
    1. Create your own email address group of members to pass this information to
  - C. Provide Basic information:
    1. Location of Main Headquarters
    2. Telephone number
    3. Website Address (<http://www.sofe.org/>)
    4. Provide Testing Information
      - a. Test Times
      - b. How to take Test Online
5. When attending CDS
  - A. Volunteer as helper, usher, speaker introducer, etc.
  - B. Attend the State Chair Luncheon
    1. Attendee can earn additional 1 hour CRE for program at State Chair Luncheon
6. Participate with the Semiannual State Chair Teleconference:
  1. Held in December and May/June of each year
  2. For about 1 hour, around lunch time
  3. At a designated time provided by the Regional Chairs
7. Ability to work at a national level, with other SOFE Executive Committees,  
when asked for:

- A. Surveys
- B. Participate as a part of a testing process, i.e. the initial ONLINE Testing Project

Additional criteria within potential duties, based upon **level of State participation**:

1. Someone that will have:
  - A. The time to devote to local or regional state(s) sponsored programs for CREs
  - B. Give accessibility to others, so as to help others with SOFE related issues
  - C. The backing of the Insurance Department they are working for.
2. Ability to promote SOFE within the Insurance Department
  - A. Give SOFE information to potential new members
  - B. Be able to answer SOFE related questions to interested parties
    1. Directors
    2. Commissioners
    3. Members
    4. Potential Members
  - 5. Others: Impart information to Human Resources (if requested):
    - a. If meeting space is needed and subsequently requested for CRE programs
    - b. Inform about the requirements of becoming a SOFE Member
      1. Becoming Accredited or Certified
      2. Costs related to Membership and Testing

**This may seem like a lot of overall duties, but within the position of State Chair the interaction and actual duties are mixed and may only involve a few of the above listed items.**

**The role of State Chair is expanding and the importance of the position within SOFE is becoming increasingly important.**