



# LCLD ALUMNI EXECUTIVE COUNCIL & Leadership Role Descriptions

## OFFICERS

### CHAIR

This person is responsible for leading the Executive Council. The Chair helps the Executive Council (EC) make decisions and leads the LCLD Alumni in a direction consistent with the goals of the organization. The Chair shapes the agenda and runs the Alumni EC monthly meetings with assistance from the Immediate Past Chair, Chair-Elect, and LCLD Alumni Program Manager. The Chair meets with LCLD Program Manager and work as the alumni liaison with the LCLD President and LCLD Board Members to align alumni goals with LCLD programming goals.

### CHAIR-ELECT

This person is the second-in-charge for all activities and initiatives of the EC. The Chair-Elect is responsible for assisting the Chair make decisions and lead the EC. The Chair-Elect participates in all EC calls, and is tasked with special projects and initiatives. The Chair-Elect will assume the role of Chair after one year as Chair-Elect. The Chair-Elect meets with LCLD Program Manager.

### IMMEDIATE PAST CHAIR

This person plays an active role as advisor to the Chair. The Immediate Past Chair provides guidance and historical knowledge to the Chair. The Immediate Past Chair leads the Alumni Awards Nominations (Rick Palmore Award & Rising Star Award) and Selection Committee and participates in all EC meetings. The Immediate Past Chair works with At-Large Members on continuing projects and special initiatives.

### SECRETARY

The Secretary assists the Chair to ensure that the business of the EC runs smoothly as well as assists with the management of various tasks given by the Chair. The Secretary is also responsible for reaching out to EC members for meeting agenda items, taking attendance and meeting minutes during the EC monthly meetings, and distributing those minutes to the EC prior to meetings.

### TREASURER

The Treasurer is responsible for (1) creating the budget for the use of funds raised through the All In! campaign with the LCLD Alumni Program Manager, (2) reporting to the EC on a quarterly basis, and (3) tracks and allocates All In! Fund requests with the Program Chair, Program Vice Chair, and LCLD Alumni Program Manager. The Treasurer is also responsible for working with LCLD staff on budget and liaising with the Chair and Chair-Elect on budget issues.

## CHAIRS & VICE CHAIRS

All Chair and Vice Chair positions are a two-year commitment, with the first year as Vice Chair and the next year as Chair.

For the following positions, you must have served on the Committee, participated in the Program, or previously held the position to apply:

- Symposium Vice Chair
- Coaching Circles Vice Chair (*Former GC Mentoring Group participants are also eligible for this role.*)

### ALL IN! CAMPAIGN

#### CHAIR

The All In! Campaign Chair, with guidance from the Treasurer, is responsible for managing the All In! Campaign. The Chair oversees scheduling and running the calls with Class Liaisons to provide All In! updates and brainstorm ideas and incentives. The Chair and Vice Chair will work closely with the LCLD Alumni Program Manager and Communications team on All In! collateral and emails.

#### VICE CHAIR

The All In! Campaign Vice Chair assists the All In! Campaign Chair in driving participation in the All In! Campaign.

### ALUMNI INITIATIVES

#### CO-CHAIR

The Alumni Initiatives Co-Chair(s) work alongside the Immediate Past Chair and the LCLD Alumni Program Manager on any continuing projects or special initiatives.

### COACHING CIRCLES

#### CHAIR

The Coaching Circle Chair is responsible for creating and maintaining the Coaching Circles and GC Mentoring Group Programs. This includes working alongside LCLD staff to create the collateral, host informational calls, create the groups, develop/execute topical calls, and create the line up for the GC Mentoring Speaker Series.

#### VICE CHAIR

The Coaching Circle Vice Chair assists the Chair in creating and maintaining the Coaching Circles and GC Mentoring Group Programs and the tasks given by the Chair.

## CHAIRS & VICE CHAIRS

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### COMMUNICATIONS

#### CHAIR

The Communications Committee Chair is responsible for connecting LCLD Alumni through various communications channels including: The Year in Review and GroupMe/other social media. The Communications Chair leads the Class Liaisons in the dissemination of information to the various classes and spearheads Alumni Spotlight initiatives. The Communications Committee Chair works closely with the Vice-Chair and the LCLD Staff to achieve these goals.

#### VICE CHAIR

The Communications Committee Vice-Chair assists the Communications Committee Chair in creating and disseminating information to LCLD Alumni.

### LEADERSHIP SYMPOSIUM

#### CHAIR

The Leadership Symposium Chair is responsible for planning the Annual Leadership Symposium. Tasks include (1) developing a conference agenda and conference sessions; (2) establishing and maintaining conference budget; (3) identifying and confirming speakers; (4) organizing social aspects of the conference; (5) securing sponsorships to cover the costs of the conference; and (6) managing and running the Symposium Committee meetings. The Leadership Symposium Chair works closely with the Leadership Symposium Committee Vice Chair and Leadership Symposium Committee to accomplish these tasks. The Leadership Symposium Committee Chair is also responsible for creating the proposal process for potential Alumni Symposium speakers and determining which proposals are accepted. The Chair and Vice Chair are expected to attend the Alumni Leadership Symposium during their term.

#### VICE CHAIR

The Leadership Symposium Committee Vice Chair assists the chair with all Symposium-related tasks. The Chair and Vice Chair are expected to attend the Alumni Leadership Symposium during their term.

### OUTREACH

#### CHAIR

The Outreach Committee Chair facilitates public service opportunities for the LCLD Alumni Community. These tasks include (1) ongoing public service opportunities with a national organization for all Alumni, (2) manage the group community service project at the Annual Alumni Leadership Symposium, and (3) lead community service initiatives throughout the year. The Outreach Committee Chair is also responsible for creating and maintaining a list of Alumni who wish to speak at outreach events, CLEs, conferences, and other programs.

#### VICE CHAIR

The Outreach Committee Vice Chair assists the chair in planning and implementing public service opportunities throughout the year and at the Annual Leadership Symposium.

## CHAIRS & VICE CHAIRS

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### PATHWAYS TO EQUITY

#### CHAIR

The Pathways to Equity Chair is responsible for creating the pilot program of Pathways to Equity. This includes working alongside the LCLD Alumni Program Manager to determine the format and strategies of the pilot program, host information calls, create collateral, and other tasks needed to have a successful program.

#### VICE CHAIR

The Pathways to Equity Vice Chair assists the Chair in creating and maintaining the Pathways to Equity program and the tasks given by the Chair.

### PROGRAMS

#### CHAIR

The Program Committee Chair oversees the development and implementation of substantive and networking opportunities through a network of five Regional Leads and over fifty City Leads. Together with the Program Vice Chair, Treasurer, and LCLD Alumni Program Manager, the Program Committee Chair tracks and allocates All In! funds for regional and local programs. The Program Committee Chair participates in three out of five monthly regional planning calls.

#### VICE CHAIR

Program Committee Vice Chair assists the Chair in all aspects of program development and implementation and All In! funding allocation decisions. The Program Committee Vice-Chair participates in two out of five monthly regional planning calls.

### SUSTAINABLE PARTERNSHIP PROGRAM (SPP)

#### CHAIR

The Sustainable Partnership Program Chair is responsible for creating and maintaining the Sustainable Partnership Program. This includes working alongside the LCLD Alumni Program Manager to curate the regional corporate hosts, determine the cohort, create collateral, and advise on in-person session agendas.

#### VICE CHAIR

The Sustainable Partnership Program Vice Chair assists the Chair in creating and maintaining the Sustainable Partnership Program and the tasks given by the Chair.

## OTHER ALUMNI LEADERSHIP ROLES

### REGIONAL PROGRAM LEADS

The Five Regional Program Leads (Northeast, Mid-Atlantic, South, Midwest, and West) lead a number of City Leads in their respective regions in the development, planning, and implementation of local programming for LCLD Alumni. Regional Leads manage monthly check-in calls where they facilitate the development of program topics and troubleshoot planning roadblocks. Regional Program Leads may also be asked to lead a substantive program for the region.

*Regional Leads are part of the Outreach Committee.*

### CITY LEADS

City Leads, with help from Regional Leads and the Program Development Chair and Vice Chair, are responsible for planning and executing at least three programs for local alumni: a social, substantive, and community service event. When planning in-person events, one should contain substantive content and the other should focus on networking. During times when virtual programming is necessary, City Leads will be tasked with planning creative ways for local Alumni to network in a virtual setting. City Leads should also coordinate with each other to develop substantive programming events. City Leads participate in monthly check-in calls with the Regional Program Lead. Each city with a critical mass of Alumni has at least one City Lead, and larger cities may have more than one City Lead. This is a great position for Alumni looking to lead within their local LCLD community.

*City Leads are part of the Outreach Committee.*

### CLASS LIAISONS

Class Liaisons are responsible for acting as a “bridge” or connection point between each program class and the LCLD Alumni. The Class Liaisons strive to ensure that each class is made aware of programs, events, initiatives, and projects that the EC, other LCLD Alumni Classes, and LCLD are undertaking. Class Liaisons engage with their classes through periodic class calls and via GroupMe. Each program year has at least one Class Liaisons.

*Class Liaisons serve on the Communications Committee and the All In! Committee and play a critical role in encouraging participation for class-level awards.*