

Position Title: Women In Leadership Development Chair

Voting position: Yes

Date reviewed:

Date of last update:

Expectations of all board members:

- Officers need to understand all the By-Laws; Articles particular to Officers are
 - Article VII Officers
 - Article VIII Nominations and Election of Officers
 - Included in eligibility to serve as an Officer is one must support the Mid-Day Legislative platform
 - Article IX Duties of Officers
- Officers are highly encouraged to join at least one committee

Position Description:

Lead committee through the planning, organization, and execution of 3-4 leadership development workshops (a.k.a. WILD Workshops) each year. Schedule and lead monthly committee meetings. Work within established budget and development following fiscal year's budget.

Major Areas of Responsibility:

- The successful completion of the WILD Workshops involves (but not limited to):
 - Topic determination
 - Speaker/Presenter commitment with understanding of "workshop" format
 - Schedule workshop
 - Venue arrangement
 - Drive workshop attendance through Wild Apricot/MDWA website and social media with assistance from PR/Marketing committee
 - Workshop emcee and registration
 - Follow-up survey
- Create monthly meeting agendas and document through minutes
- Post minutes in Freedcamp
- Attend monthly Board Meetings
- Attend monthly Program Committee Meetings (strongly advised, not mandatory)

Specific Responsibilities:

- **Topic Determination** – Must be leadership focused. Ideas can be sought out from committee members, board members, membership surveys.
- **Speaker/Presenter** – Must understand “workshop” format is interactive, and not just a presentation. Ensure per diem is agreed upon. Determine audio-visual (A/V) and other needs of speaker such as projector, laptop, projector screen, microphone, easel, flip chart paper and markers, podium, etc.
- **Schedule Workshop** – this is dependent upon venue and speaker availabilities. Two (2) workshops are over the lunch hour (11:30am – 1:00pm) or evening (5:30-7:00pm). The first ½-hour is networking followed by one hour of workshop.
- **Venue Arrangement** – Must be able to facilitate meals (whether prepared there or catered in), as well as have seating with tables for all attendees for unrestricted view of speaker. If speaker needs projector screen and/or podium, venue will need to provide. Total costs not to exceed \$15/attendee.
- **Workshop PR/Marketing** – Learn how to create events within Wild Apricot to email out invites to all MDWA contacts. Work with PR/Marketing committee to post on social media.
- **Workshop Emcee and Registration** – Printout attendee list for those handling workshop registration. Update Wild Apricot attendee status (remove no-shows). Introduce speaker. Greet attendees and make them feel welcomed.

Requirements:

- Desirable broad knowledge and experience in:
 - o Event coordination
 - o Community connections
- Skills:
 - o Professional presentation and dress
 - o Strong communication, team building, and organizational skills
 - o Willingness to learn Wild Apricot, Freedcamp, and Survey Monkey

Conclusion:

- The position description is intended to convey information to understanding the scope of the position and the general nature and scope. This position description is not intended to be an exhaustive list of qualifications, skills and responsibilities.