

International Positions and Committees

International Leadership Specialists

Appointed By:	International Board of Directors
Accountable To:	International Board of Directors
Term of Appointment:	Duration of pilot
Reporting To:	International Board of Directors

1. Composition and Term

- This Committee is composed of three (3) International Leadership Experts (an expert in each of the areas of Administration, Education and Membership) and an International Leadership Specialists Moderator. All four positions are to be appointed by the incoming International Executive Committee and ratified by the International Board of Directors.
- Staff liaisons are the Director of Education, Membership Specialist, Director of Music Services and Membership and the Chief Operating Officer.
- Appointments are for the duration of the pilot

2. Typical Duties

- *Long-range strategic planning, leadership growth path, regional governance training guides, ILS position and IBOD candidate recommendations removed for pilot*
- Develops Regional Governance and Leadership education and training programs in conjunction with the Education Direction Committee.
- Monitors regional leadership programs.
- Evaluates Regional and Area Executive Committee appointments (Regional Administrative Director, Regional Education Director, and Regional Membership Director).
- Notifies the Education Direction Committee when, in its opinion, a member should be removed from a Regional or Area Executive Committee.
- Completes evaluation on members of each Regional or Area Executive Committee and provides report to International Board of Directors.
- Provides input for publication in the *Regional Pipe Line Newsletter*.
- Delegates tasks as appropriate
- Submits reports to the Education Direction Committee and International Board of Directors as required.
- Works with Corporate Secretary to coordinate the meetings of the International Leadership Specialists

February 14, 2017

International Leadership Specialist

POSITION TITLE: International Leadership Specialist
APPOINTED BY: International Board based on recommendations from the International Leadership Specialists
TERM OF OFFICE: (1 year appointment)
REPORTING TO: International Leadership Specialists Moderator
POSITION SUMMARY:

Responsible for the support and development of Regional/ Area Executive Committees and their members, especially but not limited to those in their area of expertise (Administration, Education, Membership) as a member of the International Leadership Specialists governance body

RESPONSIBILITIES/DUTIES

Leadership ladder and recommendations to the executive committee items removed for pilot

1. Responsible for strategy for leadership development:
 - Participates in development and delivery of leadership training and development plans and materials
 - Maintains Regional/ Area Executive Committee job description and responsibility documentation
 - Supports Regional/ Area Executive Committee members in leadership development efforts
2. Participates in Regional/ Area Executive Committee appointments:
 - Reviews applications for Regional/ Area Executive Committee
3. Monitors performance of Regional/ Area Executive Committees
 - Participates in development and maintenance of evaluation criteria and process for Regional/ Area Executive Committees and their members
 - Provides support for Regional/ Area Executive Committees and their members to manage identified performance issues
4. Attends and participates in International Leadership Specialist meetings as required.
5. Attends International Leadership Specialist training as required.
6. Maintains comprehensive record.
7. Provides timely response to reporting requests from International Headquarters.
8. Identifies potential candidates for her succession.

SUPERVISORY:

- None

COMMUNICATES WITH:

- International Leadership Specialists Moderator
- Regional/ Area Officer (in her specialty)

February 14, 2017

RELATIONSHIPS:

- REC Directors – maintains open communication with director in her specialty. Communicates in an atmosphere of mutual respect and in a timely manner
- International Leadership Specialists in other specialties – works together on International Leadership Specialists governing body
- International Leadership Specialists Moderator – supports reporting and interaction with International Executive Committee and International Board of Directors

POSITION QUALIFICATIONS:

Desired Characteristics

- Inspirational leadership capability
- A visionary with proven ability to convert complex projects into actionable tasks
- Executive presence: High level of confidentiality, integrity, and ability to address performance issues
- Strong organizational skills
- Ability to manage moderate to high stress in supporting varying personalities and cultures.
- Strong problem-solving and decision making skills and experience
- Strong verbal and written communication skills
- Excellent public speaking and presentation skills
- Ability to attend international education and convention events; travel required

Desired Experience

- Prior service on the Regional/ Area Executive Committee(s) or previous regional governance bodies
- Other service at the chapter, regional and/or international level especially related to leadership development
- Relevant work experience related to the responsibilities of this position.