

February 14, 2017

Leadership Development Specialist

APPOINTED BY: Regional Administrative Director
ACCOUNTABLE TO: Regional Administrative Director
TERM: 1 year appointment

Intent: The Leadership Development Specialist is responsible for identifying potential leaders and known leaders within chapters and the region. One of the greatest challenges for any organization is finding the right leaders to join and build an effective team. We are constantly looking for leaders at the regional and chapter levels who have the potential to make a difference. Leaders never emerge if they are never given a chance to lead. This position will strive to develop leadership for current and future service in support of the mission of Sweet Adelines International.

This position must have close ties with the Regional Education Director and her Resource Staff so that leadership development training for all Chapter and Regional leaders (known and potential) fit into the overall Education Plan for the region.

The Regional Administrative Director will guide and monitor the work of the Leadership Development Specialist. Creation of education program content will come under the purview of the Regional Education Director, based on the needs assessment work conducted by the Leadership Development Specialist.

Responsibilities:

- Identifies potential and known leaders within the region and shares these names with the Appointments Advisory Committee.
- Identifies requirements related to leadership development and works with the Regional Education Director to ensure inclusion in the overall education plan.
- Conducts an annual Needs Assessment with Chapter leaders to determine leadership development education, training priorities, and program goals.
- Assists the Regional Education Director and/or Resource Staff in implementing leadership development plans within the regional education plan with oversight by the Regional Administrative Director.
- Manages and maintains regional leadership development programs and monitors development of leaders with oversight by the Regional Administrative Director.

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and international personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director.

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Position Expectations

- Strong organizational skills
- Strong written and verbal communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend meetings of the REC, as well as regional events; some travel required.