

United Way's Emerging Leaders Leadership Council Application

Application Deadline: December 1, 2013

Leadership Council Job Description

The purpose of the Emerging Leaders Leadership Council is to steer the activities and operations of the Emerging Leaders program. The Leadership Council members provide guidance and direction regarding the growth and development of Emerging Leaders.

Mission: The mission of United Way's Emerging Leaders program is to engage professionals 40 and under, from varying backgrounds and industries to create lasting change in our community through hands-on volunteer opportunities, innovative leadership trainings and inventive networking events.

Application Requirements

- Resume
- Review Leadership Council Roles (attached) and select desired role on Leadership Council (pages 2-3)
- Submit Emerging Leaders Leadership Council questionnaire (page 4)

Leadership Council Member Responsibilities

- Minimum gift of \$365 to United Way's Community Impact Fund or Community Impact projects (Health, Education or Income)
- 13 month commitment (term is March 2014 – March 2015)
The month of March is a transition month between outgoing Leadership Council members and new members
- Attend monthly Leadership Council meetings. Meetings are held on the second Thursday of every month from 6 pm – 7:30 pm at United Way's office
- Attend Emerging Leaders events
- Additional time commitment may be required for:
 - Planning and attending company campaign events
 - Communicating with other Leadership Council members
 - Event planning
 - Strategic planning meetings
 - United Way events as requested

Desired Skill Set

- Public speaking skills
- Ability to work in partnership with Leadership Council members and United Way staff to fulfill strategic direction
- Passionate about community involvement and developing the next generation of leaders

Application Submission

- Please submit your resume and completed questionnaire to EL@uwccr.org by December 1, 2013.

Questions about the Leadership Council?

Contact Kristina Ricci, Emerging Leaders staff liaison at Kristina.Ricci@uwccr.org or Rocky Regino, Chair of Emerging Leaders Leadership Council at Rocky.Regino@bankofamerica.com

United Way Emerging Leaders Program Leadership Council Roles

Organizational Chair

To ensure ELP is aligned with the efforts of the United Way, to consistently maintain communications with other ELP committee chairs, and to maintain communications with United Way staff.

- Meet with United Way Staff and ELP committee leaders on a monthly basis/ lead meetings
- Meet with members of organizations supported through ELP efforts to ensure their needs are being met through partnership
- Oversee Entire Chapter Operations
- Network to help boost membership for ELP

Professional Development Chair

Create programs for members to enhance their professional career through leadership development and professional coaching.

- Lead our primary initiative of educating and developing members to serve our communities and grow professionally
- Responsible for the execution of Leadership and Career Development Workshops
- Responsible for working with members to manage development activities that compliment “Individual Development Profile”
- Responsible for tracking member growth
- Establish a bench of senior level executives to coach and mentor members

Community Involvement Chair

Empower ELP members to impact the lives and communities around us through volunteer and fundraising activities.

- Successfully plan all ELP Community Events
- Work with United Way team to ensure venue for external events
- Build relationships with caterers and ensure catering at needed events
- Prepare name tags for members attending each event
- Work together with Communications chair to monitor RSVP response
- Work together with United Way team to manage expenses
- Work together with Membership committee to incorporate recruiting efforts at specified events
- Act as a liaison between ELP and community service organizations
- Identify opportunities to partner with local groups supported by United Way to establish or participate in activities that improve the well-being of our surrounding communities

Membership and Engagement Chair

To assist the United Way team and ELP to attract and retain young professionals as well as manage end to end membership duties. To plan member focused events to provide networking and fun events for members.

- Assist in recruiting & membership responsibilities
- Update and maintain distribution list for member communications

- Create and execute a plan to help increase membership
- Create a process for treatment of membership outreach referrals
- Hold “voice of the member” panel quarterly to get member feedback and preferences for future events
- Work with United Way team to ensure venue for external events
- Build relationships with caterers and ensure catering at needed events
- Prepare name tags for members attending each event
- Work together with Communications chair to monitor RSVP response
- Work together with United Way team to manage expenses
- Hold member engagement event every 90 days

Communications Chair

Create solid communication processes and channels that support continuity and guarantee that the information generated by ELP is distributed in an effective, efficient, and timely fashion amongst its members and potential members.

- Assist in communications goals
- Help keep ELP website up to date and current on all news, activities and resources
- Send out event communications to members starting one month prior to each event
- Assure that each event has ELP literature and pamphlets
- Identify a committee member(s) to capture photos at each event
- Send out Thank You to ELP attendees for activities attended or participated in

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Questionnaire:

Name: _____

Employer: _____ **Position:** _____

Desired Role on Leadership Council (Membership & Engagement Chair, Communications Chair, Professional Development Chair, Community Involvement Chair): _____

Why are you interested in serving on the Leadership Council? What special skills do you possess that will assist you in the role you are applying for?

Describe a time when you took the lead on a project. What skills did you use? Who did you engage for assistance? What was the result?

Describe your experience with philanthropy/volunteerism.
