

EO CHAIR POSITION DESCRIPTION

EO Chairs: Change, Portfolio, Regional:

Chairs represent the interests and health of the entire organization through their leadership of focused project teams as well as their collaboration with their peers. The Leader partners with a staff leader counterpart to craft and drive the strategy for their specific area to achieve short term gains, sustainability and consistency in core offerings and position the offering for innovation over the long term.

Critical roles for Member Leaders in these roles include:

- Collaboration: Through participation in the calls and meetings with their fellow Chairs, identifies areas for collaboration across functional areas with a view to maximizing impact across the organization
- Approval/Oversight: Support in vendor acquisition, trainer selection, program participant selection, continuous improvement within existing programs.
- Communications: Difficult conversations with members/escalated issues, program changes and member marketing.
- Region and chapter leader support: Chapter officer support, Chapter Board support, Expert training and support.
- Brainstorming and planning: content ideas

Expectation:

Engaging Project Teams. In partnership, the staff and member leader:

- Utilize working groups and project teams, scope out the year of deliverables with clearly defined expectations, accountability plans and metrics. Annual deliverables are scoped within a multi-year horizon as necessary.
- Engage tier 2 leaders as a stakeholder representative, subject matter expert or to lead a specific project or activity

Portfolio Chair

RunEO. In partnership, the staff and member leader:

- ensures that content and delivery meets minimum standards
- works within available resources for the year
- focuses on **continuous improvement** within existing products and programs
 - Reviews feedback, data and organizational priorities to inform upgrades
 - engages other functions and regions in conversations about what is working and what isn't to inform improvements

Regional Chair

RunEO. In partnership, the staff and member leader:

- ensures that annual programs are communicated and executed at the highest standard.
- Ensures regional strategic plan reflects the values and goals of the organization.
- identifies areas for continuous improvement in regionally delivered items
 - provides feedback to portfolios on success, challenges and needs to membership as it relates to current products/programs

Change Chair

ChangeEO. In partnership, the staff and member leader:

- leads a prioritized change initiative to include the development and implementation of new products and programs under it in alignment with the organization's innovation process
- puts together a team of member leaders and staff
- engages other portfolios, change projects and regions to ensure cross collaboration
- communicates progress and challenges to all tier 1 leaders with a regular cadence
- serves in the role for the duration of the change initiative

Qualifications:

- Must have served as a Tier 2 Leader within the relevant portfolio within last 2 years, for Change EO projects, preference will be given to prior Tier 1 experience.
- Chapter President experience is preferred for all roles, required for regional chair role
- Must be a member in good standing
- Must showcase EO's core values in their leadership
- Must be aligned with EO's purpose & ambition



Term and time commitment:

- The official term is one fiscal year (1 July to 30 June) with preference that leaders serve a second year upon invitation and approval. Change EO chairs will serve for the duration of the change project.
- Participation in organizational meetings prior to and during their term of service, both virtually and in person.

Leadership Competencies:

Cultivating Healthy Teams. The Tier 1 Leader cultivates a healthy feedback culture across EO in their interactions with other members, Member Leaders and staff. Skills in this area include managing conflicts, building consensus, leading virtual teams, peer leadership and facilitation.

Delivering Impactful Results. The Tier 1 Leader commits to building a better tomorrow by contributing and serving alongside their peers, thinking and acting boldly with trust and respect for the EO community. Skills in this area include motivating others, making complex decisions, ownership, dedication, commitment, setting priorities and smart goals.

Leading Authentically. The Tier 1 Leader takes ownership and sets standards to which the EO community can aspire. The Tier 1 Leader serves the long-term mission and is part of something bigger leaving their ego behind. Skills in this area include understanding the business, managing up, integrity, influence, service to others and acting with honor and character.

