

PORTFOLIO AND CHANGEEO TEAM MEMBER POSITION DESCRIPTION

Portfolio Team Member:

The Portfolio team members represent the interests and health of the entire organization through their contribution to focused project teams as well as their collaboration with their peers. The Portfolio team member supports the Chairs together 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 specific Portfolio Chair, identifies areas for collaboration across functional areas with a view to maximizing impact across the organization
- 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 and contributing to Project Teams. In partnership, the staff and member leader:

- Being part of 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 3 leaders as a stakeholder representative, subject matter expert or to lead a specific project or activity

Portfolio Team Member

RunEO. In partnership, the staff and member leader:

- ensures that content and delivery meets minimum standards
- works within available resources for the year
- Contributes to **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

ChangeEO Team Member

ChangeEO. In partnership, the staff and member leader:

- Contributes to and supports prioritized change initiatives to include the development and implementation of new products and programs under it in alignment with the organization's innovation process
- engages other portfolios, change projects and regions to ensure cross collaboration
- serves in the role for the duration of the change initiative or contributes to the change initiative as and when required

Qualifications:

- Chapter Board experience required, expert experience and president service preferred
- 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)
- Change EO team member will serve for the duration of the change project which may vary.
- Participation in trainings offered prior to and during their term of service, both virtually and in person.

