



Regional Leadership Team (RLT) Chair

The Regional Leadership Team (RLT) Chair is responsible for guiding, facilitating, and delegating tasks to the Regional Leadership Team.

Key Competencies: Cultivating a Sense of Belonging, Strategic Planning, Supervising

Specific Responsibilities:

- Lead, facilitate, and organize initiatives of the RLT, connecting work to the Association's strategic plan.
- Manage the workflow of team leaders, creating team schedules, delegating tasks, and providing support when necessary.
 - Schedule and lead team meetings on a regular monthly basis, acting as the project manager for all team initiatives.
- Connects with all regional team volunteers throughout their volunteer experience to ensure tasks are completed and that they feel engaged within the team.
- Evaluate programs and initiatives to ensure they align with team goals and the Association's mission and vision.
- Promote networking opportunities within the region and assist in building enduring relationships among RLT members and Association-wide.
- Network with other regions to support the Association nation-wide
- Facilitate and lead the team's efforts in introducing NACA to colleagues and promoting the Association, acting as a brand ambassador.
- Serves as an advocate within the RLT, ensuring the team understands the Association's Mission, vision, and Statement on Diversity and works to ensure these ideals are addressed in regional programs.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.
- Additional responsibilities as assigned and agreed upon with NACA staff liaison.

Qualifications/Expectations:

- Attends volunteer meetings via Zoom and attends NACA programs whenever possible.
- Must be a part time (50%) or full-time professional staff member at a NACA member institution.
- Volunteers are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, NACA office staff must be informed of this change within two weeks.
 - If the new institution is not a member, they must join as a member within 30 days of hiring.

Association Support:

- Access to NACA Google Drives
- Office Liaison: Executive Director and Volunteer Development Specialist

Term of Service/Time Commitment: Two Years, May - April

- Approximately two hours a week, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon RLT-planned initiatives.*



Supervision Exercised:

- Volunteer Development & Experience Team Lead
- Membership Team Lead
- Education & Inclusion Team Lead
- Events Team Lead
- Communication Lead

Competencies:

- Relationship Development
- Strategic Planning
- Supervision
- Cultivating a Sense of Belonging
- Networking and Business Relationships
- Professional Development
- Recruitment and Retention
- Volunteer and Staff Management
- Experiential Leadership Learning