

## **Leadership Seminar Chair (LSC)**

**Function:** Seminar Planning Committee (SPC) and Corporate Board (CB)

### **Job Summary:**

The Leadership Seminar Chair (LSC) plays a pivotal role in the Seminar Planning Committee (SPC) and serves as a vital member of the Corporate Board (CB). Reporting directly to the Corporate Board, the LSC is responsible for the overall planning, coordination, and successful execution of the annual Leadership Seminar in alignment with HOBY HQ requirements. This leadership position involves recruiting and leading the SPC, as well as serving as a liaison between HOBY KS and HOBY HQ. The LSC is integral to the strategic development, governance, and implementation of the seminar, ensuring it meets organizational standards and provides a transformative experience for participants.

### **Time Commitments:**

- Volunteer approximately 4-12 hours per month for the entire term.
  - Coordinate monthly SPC meetings and 1 on 1 meetings with Directors at their discretion [monthly, every other month, ad hoc...etc.].
  - Attend CB meetings.
  - Attend relevant HOBY HQ meetings/events (such as town halls, LSC Huddles...etc.).

### **Responsibilities and Supervision Areas:**

- Recruits and leads the Seminar Planning Committee (SPC).
- Responsible for the successful execution of seminar details (through effective oversight of Directors) culminating in the annual Leadership Seminar.
- Provides updates to the CB on SPC progress and challenges.
- Serves as a liaison between HOBY KS and HOBY HQ.
- Prepares agendas for and runs SPC meetings.
- Works with the Director of Recruitment and Ambassador Relations to develop a recruitment goal and strategy.
- Works with the Director of Recruitment and Ambassador Relations and Director of Finance to develop the seminar fee structure, in conjunction with the Corporate Board.
- Works with the Director of Advancement to develop a fundraising plan, in conjunction with the Corporate Board.
- Works with the Director of Finance to develop a seminar budget, in conjunction with the Corporate Board.
- Identifies and provides opportunities for volunteer development for SPC members and staff as a whole.
- Work with Director of Recruitment and Ambassador Relations and Director of Health and Wellbeing to develop the pre-seminar materials for ambassadors and staff.
- Responsible for governance and reporting, including but not limited to:

- Submitting the Seminar Declaration
- Ensuring all volunteers submit a volunteer application, background check (18+ years old), and pre-seminar materials, in conjunction with the Corporate Board.
- Reviewing Code of Conduct and adapting to HOBY KS.
- Hold SPC members accountable for their deliverables, due dates, and timelines.
- Drive HOBY values in support of the overall HOBY KS objectives, embodying and promoting the organization's core principles and mission.
- Contribute to the benefit of ambassadors and enhance the volunteer experience by actively engaging with the participants and providing meaningful support and guidance.
- Assist in other seminar planning efforts as needed, collaborating with the HOBY KS team to ensure the successful execution of various logistical and organizational aspects of the program.

### **Qualifications:**

- Be 21 years or older by the start of their term.
- Have previous experience as a HOBY Kansas SPC member.
- Able to attend the entire seminar (5 days in total), Fall Training (1-2 days), and Spring Training (1-2 days) demonstrating a commitment to the program.
- Possess professional communication skills (verbal, written, presentation), collaboration, and interpersonal skills, fostering effective interaction with ambassadors, junior staff, and the HOBY KS team.
- Exhibit adaptability and the ability to work collaboratively in a team environment.
- Have regular access to email/other communications.
- Respond promptly to communications throughout the year, ensuring timely and efficient coordination.
- Feel comfortable working in a team-oriented and flexible environment, adapting to the evolving needs of the program.
- Possess strong public speaking skills (200+ People).
- Excellent leadership skills and the ability to inspire and motivate others.
- Exhibit exceptional organizational skills to coordinate and manage various responsibilities.
- Able to work as part of a team and contribute to a positive and inclusive team environment.
- Have the ability to adhere to timelines and meet deadlines, ensuring the smooth execution of seminar activities and responsibilities.
- Proficient in using Google Suite, email, and Slack for communication and document sharing, enabling effective digital collaboration.
- Maintain a neutral stance in opinions and judgments when engaging with ambassadors, ensuring their learning is not negatively influenced by personal biases.
- Remain open-minded and optimistic, fostering a Positive Mental Attitude (PMA) that encourages a supportive and empowering atmosphere.
- Represent HOBY Kansas in a professional manner, upholding the organization's values and promoting a positive image.