

Region VIII Leadership Academy Coordinator

POSITION DESCRIPTION

1. PURPOSE

Coordinate activities of Region VIII Leadership Academy; facilitate selection of Interns and faculty; mentor Interns. The Coordinator will work closely with the faculty and Region VIII Council to insure the successful coordination of the Region VIII Leadership Academy.

2. TERM OF OFFICE

3 years, appointed by the Council Chair in consultation with Council members. May be reappointed to a second term

3. QUALIFICATIONS

ASCLS Professional, Ascending Professional, or Emeritus membership and reside in Region VIII
Recommended experience that would be helpful to someone holding this office:
member of Region VIII Leadership Academy faculty or past Intern.

4. DUTIES

Manage and coordinate program, working with faculty and interns to create the optimum learning experience

Initiate Call for Interns, Update program materials including application form annually, and establish program calendar and activities.

Serve as resource for Interns and Faculty.

5. REPORTS TO: Region VIII Council

Other duties performed: Participate in Council activities

6. EXPECTATIONS

Meeting attendance & Travel requirements: Attend at least two (out of three) Region VIII Council meetings per year – Fall conference call, Winter conference call, and national meeting site (summer)

Reports: Fall, Winter, Final reports to Regional VIII Council Chair. An annual report regarding R8LA finances shall be made to the Council by the R8LA Coordinator at the Summer Council meeting

Deadlines: as assigned by Region VIII Council Chair

Average time commitment: 4-6 hours/month

7. FINANCIAL CONSIDERATIONS

Travel expenses and registration costs to national meeting are not covered by Region VIII. The Coordinator shall be reimbursed one (1) night lodging at ½ the room at the location of the ASCLS annual meeting. Lodging is provided for Leadership Academy Faculty and Interns at the site of opening sessions in the fall.

Actual cost of materials and supplies for acknowledged Leadership Academy activities will be reimbursed with receipts and approval of the RD, or Council.

8. RESOURCES

Mentors: Region VIII Council, other regional or national leaders, national Leadership Academy mentors

Materials: Region VIII Guidelines, Curriculum materials in shared 'cloud' folder

Helpful Hints & suggestions: Computer, e-mail very helpful.

9. BENEFITS

Contributions to the profession: Help to enhance the strong leadership in Region VIII which is essential to the continuation of the Society. Improve communication within the organization and the profession.

Skills developed/enhanced: Delegation, mentoring, communication, organization

Contacts / networking opportunities: Meet and develop relationships with colleagues throughout

Region VIII and at the national level

Travel opportunities: Location of opening sessions in the fall and site of national meeting