



Job Description

Officer Position: VICE PRESIDENT FOR CHAPTER SUPPORT AND LEADERSHIP TRAINING.
(Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Overview: The Vice President for Chapter Support and Leadership Training (CSLT) is responsible for the training of Chapter Officers in governance, Board operations and Chapter operations. The VP CSLT is an internal consultant in all matters of leadership development within the District.

Tasks & Responsibilities:

1. Chair the CSLT Committee, which is comprised of Division Coordinators and the LA Coordinator.
2. Prepare annual work and training plans.
3. Report to the BOD, DMT and HOD on the status and progress of training within the District.
4. Participate in the Society's annual Leadership Forum when invited.
5. Work directly with the Society CSLT Committee to communicate and coordinate Society CSLT policies and procedures relevant to the District.
6. Disseminate related Leadership training materials within the District.
7. Provide direction to the District LA Committee on the Management of LA programs.
8. Participate in training conducted by the Society CSLT Committee.
9. Participate in DMT and HOD meetings.
10. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget.

Directly Communicate with: District President, BOD, DMT and Chapter Support and Leadership Training Committee at District and Society levels.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Plan in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.