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**LEAD Board Member Application**

The following LEAD Board positions are currently open:

**Vice-Chair/Chair-Elect (First year of overall 3-year commitment)**

* In consort with the Chair and the Program Chair, actively assist in the programmatic needs of, Board Meetings, LEAD events and professional development trainings;
* Serves as first alternate to the Chair (in cases where Chair is unavailable to officiate). Perform the duties and exercise the powers of the Chair in the absence of the Chair and in accordance with the bylaws, and serve as Chair-Elect;
* Actively assist in mentoring the Board Members;
* Attend all Board Meetings and LEAD events;
* Be a voting member of the Board;
* Ex-Officio capacity on all Ad Hoc Committees
* Other duties as directed by the Chair and the approval of the Board (simple majority).

**Program Chair (Appointed 1-year term)**

* In consort with the Chair and Vice Chair, actively assist in the programmatic needs of LEAD events;
* Actively participate in the schedule, organization and logistics of the LEAD events and/or professional development activities;
* Take minutes for Board Meetings;
* Attend all Board Meetings and LEAD events;
* Be a voting member of the Board;
* Other duties as directed by the Chair and the approval of the Board (simple majority).

**Marketing and Communications Chair (Appointed 1-year term)**

* In consort with the Chair and Vice Chair, actively assist in the marketing needs and brand awareness of LEAD;
* Actively email/announce all LEAD events and/or professional development activities to the general membership;
* Maintain pre-registration lists and sign-in lists at events/programs;
* Attend all Board Meetings and LEAD events;
* Be a voting member of the Board;
* Other duties as directed by the Chair and the approval of the Board (simple majority).

**Professional Development Chair (Appointed 1-year term)**

* In consort with the Chair and Vice Chair, actively develop LEAD professional development activities and offerings;
* Actively coordinate with the Employee and Organizational Development Office within Human Resources in the development of curriculum and professional development activities;
* Attend all Board Meetings and LEAD events;
* Be a voting member of the Board;
* Other duties as directed by the Chair and the approval of the Board (simple majority).

**Members-at-Large (2)- Appointed 2-year term**

* Serve as members of standing committees at the direction of the Board (to be elected in alternate 2-year terms for continuity);
* Serve as members on Ad Hoc Committees at the direction of the Board;
* Attend all Board Meetings and LEAD events;
* Actively participate in the life of LEAD; learn, watch and absorb information; volunteer according to individual strengths and participate on various sub-committees;
* Be a voting member of the Board;
* Other duties as directed by the Chair and the approval of the Board (simple majority).

**Qualifications**

* Strong communication and interpersonal skills
* Demonstrated leadership skills, including time management and prioritization skills
* Must be able to maintain positive attitude in fast paced environment

**Selection**

* Selection will be made by review of the application and interview by current LEAD Board members
* Applicants will be notified of status of application by email and interviews will be scheduled shortly thereafter
* Applications are due by Friday, April 5th

**LEAD Board Member Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which position(s) are you interested in?** (You may select more than one)

**\_\_\_ Vice-Chair/Chair-Elect \_\_\_ Marketing and Communications Chair**

**\_\_\_ Program Chair \_\_\_ Professional Development Chair**

**\_\_\_ Member at Large**

**Why do you want to serve on the LEAD Board?**

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**What inspires you most about UCR?**

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**Please describe why you have selected the specific position(s) above.**

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Please limit responses to 300-500 words.

Submit your **completed** application electronically to [lead@ucr.edu](mailto:lead@ucr.edu),

by Friday, April 5, 2019