

## **Volunteer Position Description**

### ***Title: Chair of the Leadership Development Committee***

#### ***Purpose of the Position:***

To coordinate and lead a group of people dedicated to nurturing and naming leaders for the parish.

#### ***Tasks, Responsibilities:***

- Recruit committee members
- Form the Group according to its Terms of Reference
- Lead committee meetings
- Develop a nominations strategy/review process which includes an annual review of all Terms of Reference and Job Descriptions
- Compile information on potential leaders and distribute to the committee members
- Be alert to the skills and current circumstances of potential leaders.
- Develop plans/methods to help members of the committee see their task as an ongoing one
- Ensure all necessary reports are completed and submitted on time
- Ensure that there is leadership training available for both current and future leaders

#### ***Reporting relationship:***

To the Parish Council in writing four times per year, present a slate to the Annual Vestry Meeting

#### ***Liaison required with:***

The chairs of the other coordinating groups, the rector, The Corporation, eventually with the Parish Volunteer Coordinator should one be put in place, members of the parish

***Population Served:*** Parishioners

***Financial control/responsibility:*** Nil

#### ***Time required:***

Initially 6-10 hours per month

#### ***Term of office:***

One year term, possibly renewable twice

#### ***Skills/Qualities required:***

- Member of the parish for at least two years
- Strong leadership skills and ability to chair committee meetings
- Diplomacy and tactfulness
- Respects confidentiality...must be prepared to sign a Confidentiality Agreement annually
- Be a servant of the people without a need to be the most important person or to be the one with the right answers to everything
- Consensus building skills
- Negotiating skills
- Implementation skills
- Visionary and breakthrough thinking

***Orientation/training provided:***

An annual workshop; after the first year a manual will be available for reference

***Other available resources:***

Nominations committees from other churches, Anglican Dioceses world wide

***Benefits to the person holding job:***

Living the Great Commission, getting to know a broad cross section of the parish, instrumental in recruiting outstanding leaders for church committees

***Benefits to the parish:***

Strong leadership presence for the parish, well organized and effective groups working towards positive change; a manual will be created to assist future leadership development committees

***Position Risk Assessment:*** Low

***Date Developed:***

***Date Last Revised:***