



Curriculum Planning Team Description

LEAD's Mission

LEAD is a collaborative learning initiative developed by the cities of Batavia, Elgin, and St. Charles, Illinois, with the goal of providing opportunities for personal and professional growth for their employees to help fulfill its mission: *developing leaders through collaborative learning to build a stronger community.*

Curriculum Planning Team

The LEAD Steering Committee is comprised of the Curriculum Planning Team and the Executive Committee, whose joint purpose is to support the mission and goals of the LEAD initiative. While the Executive Committee acts as the governing body providing directives, guidance, and financial support, the Curriculum Planning Team concentrates its efforts on working with the LEAD Coordinator to plan, develop, and execute LEAD events.

The Curriculum Planning Team is comprised of staff from all three cities representing varying departments and functions to ensure we have a well-rounded perspective when it comes to planning the components of LEAD -large group speaker events, the leadership book club, and the LEAD 'N LEARN smaller gathering events.

Team Member Roles

Curriculum Planning Team members are expected to:

- ✓ Represent their department, function, and city during planning meetings to provide critical assessment of topic and speaker selections, as well as book club evaluations with the rest of the team;
- ✓ Attend regularly scheduled planning meetings (approx. 1.5 hours every other month or more often if needed), as well as any additional subcommittee meetings (rarely) as determined by the team for special events or projects;
- ✓ Attend LEAD speaker events and book clubs as able;
- ✓ Complete tasks assigned in conjunction with other team members;
- ✓ Actively participate on the team by keeping an eye out for potential speaker candidates, leadership books and other leadership development initiatives and ideas for LEAD;
- ✓ Assist speakers or LEAD Coordinator as needed during events. (This role is determined on a speaker-by-speaker basis in advance of the event.);
- ✓ Act as an ambassador for the LEAD learning initiatives both inside and outside the workplace;
- ✓ Play a proactive role within your own city by promoting regular communication about LEAD in support of its mission;
- ✓ Perform other duties as requested by the Team and/or the Executive Committee.