



Executive Committee Description

LEAD 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.*

Executive Committee

The LEAD Steering Committee is comprised of the Executive Committee and the Curriculum Planning Team, whose joint purpose is to support the mission and goals of the LEAD initiative. 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 Executive Committee is comprised of one representative from each city who has decision making power and is the liaison between LEAD and their city's management team.

Committee Member Roles

Executive committee members are expected to:

- ✓ Represent their cities during committee meetings to provide critical assessment of LEAD's initiatives from a programmatic and financial viewpoint;
- ✓ Be an active liaison between LEAD and city management to communicate LEAD's goals, program initiatives, and financial status, and to promote participation in LEAD events from city management and employees;
- ✓ Assign employee representatives to the curriculum planning team;
- ✓ Attend regularly scheduled planning meetings (approx. 1.5 hours every other month or more often as needed);
- ✓ Attend the LEAD speaker, LEAD 'N LEARN and book club events;
- ✓ Complete tasks assigned by the committee to keep the program and budget initiatives on task. Some of these might include:
 - Reviewing budget
 - Sending LEAD communication to city employees in a timely fashion
 - Assisting with making contacts in one's community for venues or other resources, if appropriate
- ✓ Support the curriculum planning team by keeping an eye out for potential speaker candidates, leadership books, and other leadership development initiatives and ideas that we may be able to use 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.