

A large red square with a white border, centered on a white background. Inside the square, the text "2018-2019 JLDOC Placement Guide" is written in white, bold, sans-serif font, centered vertically and horizontally.

**2018-2019
JLDOC
Placement
Guide**

Finance Council

- ❖ BINGO
- ❖ Touch-a-Truck
- ❖ Golf Tournament
- ❖ Fund Development
- ❖ Cookbook
- ❖ Fundraiser Support
- ❖ Finance Data Manager
- ❖ Home Roam
- ❖ Health Fair Research

Golf Tournament

We are responsible for putting together a Golf Tournament to raise money for the League. We coordinate the who, what, when, where & why's of this Tournament, and host a Cocktail Party following the golf tournament. We go out into the community to ask for donations to support our event, both monetary and in-kind.

Number of Committee Members: 12

Time Commitment: We meet once a month, for about 2 hours per meeting. As the event draws closer, we might throw in an extra meeting or so. Email is critical in keeping our committee updated and on the same page, so we tend to email pretty frequently as well. We also have a Google Doc that basically keeps track of everything and sponsors we've contacted, who's doing what, committee members contact info, etc. This is very helpful when it gets crunch time!

Skills Utilized: Some skills or personality traits that are helpful on this committee would be: self-starter mindset, not afraid to talk to people and spread the word about our League & our Mission, possibly some interest in Golf (although CERTAINLY not required), ability to multi-task and work together in a team environment

Skills to Develop: leadership, ability to work as a team player, become comfortable talking to the community and soliciting sponsorships

BINGO

The BINGO committee works to create a fun, family-friendly, community-engaged BINGO event every year for the JLD. Our goals are to a) raise as much money as possible for the league b) to create a fun event for the community. The BINGO committee is responsible for finding the space, date, deciding theme, decor, concessions, announcer, audio/AV needs - anything associated with planning and making the event happen. Thanks to other committees, we do not solicit the game prizes, however we are in charge of deciding the flow of the games and which prizes go with each game, etc. Additionally, the fundraiser support committee provides some extra help the day of the event.

Being excited about the event in and of itself is a must. It would really help if members of this committee had participated in BINGO (as a guest/participant) in the past!

Number of Committee Members: 8

Time Commitment: We meet once a month (2 hours and usually include dinner!), a twice a month in the month leading up to the event. Attendance at the actual event is a HUGE priority. We have all of our meetings in the evening and the event itself takes place in the evening, so availability in the evenings is a plus.

Skills Utilized: Event planning - BIG ONE! Flexibility and "make it work" attitude". Ability and willingness to reach out to community partners for space, donations, etc.

Skills to Develop: Event planning, solicitation (food and beverage), financial tracking, completing government forms/paperwork.

Finance Data Manager

This position will provide data support to the Finance Council, and will work closely with Finance Council Leadership. The position will work primarily in eTapestry and Blackbaud Merchant Services, our fundraising and donation management system, creating queries, generating reports, creating forms, and other tasks as they arise.

The Data Manager position is a great way to become more involved on the Finance Council and is also a great way to gain leadership skills in the League.

Number of Committee Members: 1

Time Commitment: The Finance Council will meet quarterly during the 2018-2019 League Year. The Data Manager must be able to make these meetings (June 2018, September 2018, December 2018, and March 2019). Most work will be handled via email communication with Finance Council Committees, but the Data Manager might have to take meetings with Committee Chairs and the VP and AVP from time to time during the course of the year.

Skills Utilized: This position is great for those who like working with teams, but also enjoy independent work. You must be able to handle multiple competing timelines and the demands of roughly seven (7) committees during the course of the year.

Skills to Develop: The Data Manager will work almost exclusively in eTapestry and Blackbaud Merchant Services. If you would like to gain experience working in fundraising databases this would be a great way to become more experienced.

Health Fair Research

In the 2019-2020 League Year the JLDOC will host a Health Fair. This committee will be tasked with researching best practices, sponsorship opportunities (coordinating with the Fund Development Committee), reaching out to organizations who have expressed interests in participating in a Health Fair, and other tasks associated with creating a new community opportunity for the League. Essentially this committee will be focusing on researching and creating the game plan for the 2019-2020 League Year.

While this will be a research year, we see this three (3) person committee turning into the Leadership for the 2019-2020 Health Fair. This would be a two year placement so that institutional knowledge will not be lost following the research year.

Year One is Research and Year Two is Implementation

THIS WOULD BE A 2 YEAR PLACEMENT COMMITMENT

The first year will be more independently focused and not have a large committee, the second year will be a larger time commitment and include more committee members.

Number of Committee Members: 3

Time Commitment: During the research year (2018-2019): At least one representative from the committee must be able to make the quarterly Finance Council Meetings (June 2018, September 2018, December 2018, and March 2019). Members will work mostly via email, but might need to meet in person as a committee and with the Finance VP and AVP during the year. We expect that in person meetings would not be frequent unless the committee members choose to meet more frequently.

During the implementation year (2019-2020): The committee will meet more frequently. It will be at the discretion of this committee to determine the meeting structure in the 2019-2020 League Year.

Skills Utilized: Research Year: There will be a lot of independent work and would be good for individuals with flexible schedules. This is a small committee that will need to put together a comprehensive plan that clearly lays out how to put on a Health Fair. Individuals who are good project managers and detailed oriented will do well on this committee.

Implementation Year: The focus will shift from research to execution. There are two components of the event the community aspect and the fundraising element. Establishing a firm connection with Fund Development in the beginning will be essential for this committee. A major goal will be to make the Health Fair free for participants. Securing sponsorships, with the help of Fund Development, will be crucial in the success of the Health Fair.

Skills to Develop: Research, project management, event planning, organization, fundraising

Touch-a-Truck

The Touch a Truck Committee is responsible for organizing the JLDOD's Touch a Truck fundraiser. This includes finding a venue, working with the venue, creating marketing materials, marketing the event, securing vehicles, scheduling other activities, organizing needed supplies, and working the day of the event.

This year we have broken down the different tasks involved in creating a successful event and we have asked each member of our committee to assign themselves to specific tasks that they think they can help with. Some tasks include, creating marketing materials, disseminating marketing materials, securing vehicles, scheduling other activities, etc.

Number of Committee Members: 10

Time Commitment: Our committee starts meeting as soon as we have secured a location for the event. Depending on when that happens will determine the frequency of the meetings. On average there are usually 8 to 10 meetings. Meetings usually last between 1.5 and 2 hours. There is a lot of email and telephone communication with each other and with potential vehicles and activities. Attendance at the event is required.

Skills Utilized: Organizational skills, marketing, creativity, event planning, solicitation, enjoys working with children

Skills to Develop: same as above

Fund Development

Fundraise!

Number of Committee Members: 5

Time Commitment: Intermittent - there is always a project to work on, but before the first event there is more.

Skills Utilized: Fundraising, creative thinking, networking, selling, independent work. Must actually do the work

Skills to Develop: Fundraising, creative thinking, networking, selling, thinking as to goals and how to achieve them

Fundraiser Support

Volunteer at 3 out of 4 fundraising events to support those committees. Combine 1 monthly meeting with the upcoming fundraiser to have a better understanding of the effort that goes into fundraisers. Relaxed and fun committee that lets you see the ins and outs of all the fundraisers. Our main project is to support BINGO, Touch a Truck, Golf Tournament, and other league wide fundraising efforts.

Number of Committee Members: 15

Time Commitment: We meet once a month in person and the meetings last roughly 1 hour. There are no frequent emails or phone conversations required, except for when signing up for fundraisers to volunteer for a timely response is needed.

Skills Utilized: Fundraising, Marketing, Event Planning, Creativity, Organization, Social Media, Graphic Design, Solicitation Outreach

Skills to Develop: Fundraising, Marketing, Social Media, Solicitation Outreach are the most prominent ones.

Cookbook

The Cookbook Committee is responsible for bringing in revenue to the league by selling the Taste of Tobacco Road cookbook at league events, retail stores, and community events. Examples include: General Membership Meetings, Junior League Special Events, Cookbook Demo Classes, Farmer's Markets, Partner Stores like Fresh Market and Belk.

The Cookbook committee offers a variety of opportunities to serve both in-person and remote- from representing the committee at events, baking samples, coordinating with the wholesale contractor, website work, and tracking/processing orders there are a variety of ways to be involved.

Number of Committee Members: 12

Time Commitment: The Cookbook committee meets once a month for approx. an hour to brainstorm, review sales, and discuss upcoming events.

Skills Utilized: Online Marketing, Sales, Cooking/Baking, Finance/Order Tracking, Training

Skills to Develop: Online Marketing, Sales, Cooking/Baking, Finance/Order Tracking, Training

Home Roam

Select a neighborhood for the event, approach homeowners to allow us in their homes, solicit for food and beverage sponsors for each house, organize photos to be taken of the house, write up a description of each home, but together a brochure for day of, meet with homeowners to get information about the houses, have people stationed at houses the day of, have a check in table the day of, promote attendance through signage put up around the area, flyers/posters in local businesses and restaurants. We are assuming fund development will secure sponsors.

Number of Committee Members: 15

Time Commitment: 2 hour meetings once a month 2-3 months before and 2 hour meetings every week the month before the event. Frequent emails required. Attendance not required with advance notice.

Skills Utilized: Event planning, marketing/writing, promotional/sales, fundraising, interpersonal - building relationships with homeowners, team work

Skills to Develop: Same as above

Community Council

- ❖ Extra Hands
- ❖ GirlsPLUS
- ❖ Little Leaguers
- ❖ Issues to Impact
- ❖ Community Advisory Board
- ❖ Food Security Initiative

Extra Hands

Responsible for creating and maintaining existing relationships with community partners. This includes organizing a variety of volunteer events for members throughout the league year. Members are responsible for maintaining 2-3 community partners and organizing volunteer events that are fun and support league goals.

This committee requires members to be active and participate throughout the league year. Communication is necessary to keep Chair/Co-Chair and committee members informed about possible volunteer events you are planning with your community partners.

Number of Committee Members: 19

Time Commitment: Committee meetings are held monthly, at a members home, for about an hour. Often times we will hang out after the meeting and socialize. We require attendance for the first meeting, attendance to all others are strongly encouraged. We try to make at least one meeting a group volunteer opportunity and another meeting just for socializing. Emails are the main point of communication in our committee. We utilize emails to maintain committee communication about upcoming events. As a member of Extra Hands you are the point of contact for your community partners, and you are responsible for disseminating information to the committee about possible volunteer opportunities. This may also include being the point of contact for other JL committees and your community partner for other (non-EH) events.

Skills Utilized: Organization, leadership, outgoing personality, good communication skills.

Skills to Develop: Communication, leadership, community involvement

GirlsPLUS

Once a month, we go to two different middle schools in Durham and work with the girls in the Encore after school program. We plan different events for the girls which center around a healthy and body positive lifestyle. Currently, we've done Zumba sessions where we brought in a certified Zumba instructor, food demos with Farmer Foodshare where the girls were able to actually make their own portion to take home, and we like to begin and end the year with vision boards to first set goals and then see what was reached in that school year. We like to do fun and interactive things with the girls since they've been in school all day and would rather not have to do a ton of school work.

Number of Committee Members: 8

Time Commitment: This year we did things differently. We meet once a semester as a whole committee and this meeting is required, once in August and once in January. These meetings are normally kind of long (2-3 hours) but we plan all of our events for the entire semester and pick dates for each month's sessions. We assign 2 people for each month and then those 2 people can meet/plan on their own on how they'll go about executing their sessions. (Those 2 people are in charge of both school visits for that month.) Normally, those two people are able to go to both school visits as the dates have been decided on beforehand. We normally get a few volunteers for each school visit per the Extra Hands calendar sign-ups. So really, the only requirement is to come to our first meeting and then be in charge of whatever month you're assigned.

Skills Utilized: This committee is for someone who loves to hangout with kids and can have fun. Someone who can plan fun events and execute them is key. Being able to deal with a few rowdy kids in a polite but stern manner is also helpful, as sometimes when the groups are bigger things can get a bit chaotic.

Skills to Develop: Members will learn how to become a mentor to young girls. Since the girls come from a mix of 6th, 7th, and 8th grades, you can see the girls grow from year to year and how they look up to you. I can say personally, I've had side conversations with a few of the girls on how to deal with pressure of school work, having fights with friends, and other issues like that. I've learned how to listen to them and understand how they feel and try to give them the best advice/support I can.

Little Leaguers

The JLDOD program, Little Leaguers, is designed to teach 'little' members of the community the difference that they can make through volunteering. We hope to instill a love of volunteering in the next generation by giving children the opportunity to volunteer alongside the League member in their lives.

A sampling of what our Little Leaguers have been up to last year: Hands on Volunteering Opportunities with our community partners:

Packaging diapers at the NC Diaper Bank

Cooking for guests at Caring House

Cleaning the kitchen of SECU House

Sorting food and packing weekend food bags at TABLE

Kid shift at the NC Food Bank

Learning the cycle of a service project:

Little Leaguers hosted a bake sale at the annual JLDOD Bargain Sale. The profits were used to make healthy snack bags for children staying at Families Moving Forward. Snack bags were delivered once a week for three months. Children learned about goal setting, fundraising, healthy food choices and budgeting during these sessions.

This year, Little Leaguers will host a hot cocoa stand and bake sale at Bargain Sale. The profits will be used to fund the grants for our essay contest winners!

Spreading knowledge about healthy foods:

Little Leaguers sponsored a booth at the Chapel Hill Farmer's Market in the fall and one at the Durham Farmer's Market in the Spring where they encouraged community children to take part in a scavenger hunt. Participants tried new foods, talked to farmers, and learned more about produce offered locally. Participants were rewarded by taking a turn spinning the prize wheel!

Getting crafty for a good cause: Little Leaguers helped bring a service focus to the annual JLDOD Santa Brunch. Children used recycled materials to make beautiful ornaments for a tree which was donated to Caring House.

Children spent time during snack bag assembly gatherings making cheerful crafts such as placemats, centerpieces and cards which were donated to various local organizations.

Sponsored second Little Hands Make a Big Difference Contest:

The Little Hands Make a Big Difference Contest essay contest was launched to local 4th and 5th graders. Students were challenged to write an essay on what they would do with \$100 to improve access to healthy foods in our community. Two \$100 grants will be awarded to the winners so they can put their ideas into action! Little Leaguers fundraised for the award money by holding a face painting and temporary tattoo both at the JLDOD Touch a Truck event.

Number of Committee Members: 12

Time Commitment: Little Leaguers has monthly committee meetings that last about 90 minutes. We ask each committee member to lead one event in the fall and one in the spring. We also ask a few members to lead the Essay Contest. We strive to complete as much communication over email as possible.

Skills Utilized: Organizational skills, communication, community outreach, working well with children is a plus, but having children is NOT a requirement

Skills to Develop: Event planning, communication (within the league and with community partners)

You don't have to have children of your own to be apart of Little Leaguers!

Issue Based Community Impact

This team implements JLDOCs community impact model. The model is designed to achieve the dual purpose of improving communities and developing the community and civic leadership skills of our members simultaneously. The team researches, plans, and organizes the development of granted community partnerships. This group would conduct research both within the league and the community to help determine the direction of the Leagues focused community work. This group is responsible for the "big picture" strategic community planning and partnering.

Committee will be lead by Community AVP.

Number of Committee Members:

Time Commitment: networking, long and short range planning, interest in research, collaboration

Skills Utilized:

Skills to Develop:

Community Advisory Board

Help lead the League and the community! This group will pull together our community partner organizations and community leaders in innovative ways with the specific purpose to connect people and ideas. Committed to our Healthy Living focus and broader community issues, this team will develop a working, flexible model for information and idea sharing across the League and the community. The possibilities are endless!

Committee will be lead by Community AVP.

Number of Committee Members:

Time Commitment:

Skills Utilized: project and/or event planning, community interest and enthusiasm, networking

Skills to Develop:

Food Security Initiative

The Food Security Initiative Committee is the primary driver of the JLDOD's focus area. This committee will partner with community organizations who are working on the front lines of this issue in order to maximize their effectiveness and impact. The committee will work together to plan volunteer activities and learning opportunities for league members to feel involved in the focus area. Committee members will also be encouraged to take initiative in planning and implementing their own community activities that will help address food security.

Number of Committee Members: 6

Time Commitment: Meeting once a month, service opportunities approximately once a month

Skills Utilized: Volunteerism, planning, collaboration

Skills to Develop: Strategic planning, creativity

Communications Council

- ❖ **Social Media Team:** The social media team handles content curation and posting across all of JLDOC's channels.
 - Facebook
 - Instagram
 - LinkedIn
 - Twitter
- ❖ **Content Management:** The content management team handles the creation and curation of both internal and external JLDOC communications.
 - Blog Writer
 - Web Manager
 - Email Manager
- ❖ **Media Relations:** The media relations team handles the creation and curation of external JLDOC communications.
 - Press Releases
 - Photographer
- ❖ **Project Management:** The project management team handles the cross-Council relationships for the JLDOC Communications Council.
 - Project Managers
 - Technology Consultant

Social Media Team (5 members)

Role	Description	Time Commitment	Skills Required
Social Media Manager (NEW)	The social media manager will create and implement overall social media strategy, ensuring consistent and on-brand JLDOC social media presence. This will include the coordination of social media promotion for JLDOC events as well as overall promotion of all League efforts with an emphasis on mission-focused planning.	Will vary based on time of year; average 2-3 hours/week	understanding of various social media channels, content curation, delegation of tasks, communication, task-oriented, organized
Facebook Manager	Handle internal/external Facebook event creation, update and post for Junior League of Durham and Orange Counties official, outward-facing Facebook page.	1 hour/week	understanding of Facebook platform, communication
Instagram Manager	Handle posting schedule for JLDOC Instagram page	1 hour/week	understanding of Instagram platform, communication
LinkedIn Manager	Implement LinkedIn pages for JLDOC group and official page	1 hour/week	Understanding of LinkedIn platform, communication, content curation
Twitter Manager (NEW)	Create and implement JLDOC Twitter plan with willingness to cater to immediacy of platform	1-2hours/week	Understanding of Twitter platform, communication

Content Management Team (3 members)

Role	Description	Time Commitment	Skills Utilized
Blog Writer	Create and implement JLDOC blog posting plan for League year, with weekly blog posts. Write and curate blog posts in relation to the JLDOC	3-4 hours/week	Writing, content curation
Web Manager	Manage JLDOC web presence throughout creation of event pages and overall management of website	2-3 hours/week	Wordpress
Email Manager (NEW)	Manage all JLDOC internal email communications. Includes weekly e-newsletters, event-based email sends, membership GMM sends and sustainer-specific emails	3-4 hours/week	Task management, communication, writing skills Skills to Learn: iContact

Media Relations Team (3 members)

Role	Description	Time Commitment	Skills Needed
Press Releases	Draft and finalize press releases as needed for JLDOC	Varies based on needs, 1-2 hours/week	Writing
Photographers (2)	Use JLDOC-owned camera to photograph both internal and external JLDOC events	3-4 hours/week	Photography

Project Management Team (3 members)

Role	Description	Time Commitment	Skills Utilized
Project Managers (NEW)	Project managers will work with committees and councils across the League to ensure all communications related needs are met. Project managers will work mainly with the Communications Council's marketing request form from other councils and working within the Communications Council to meet various League needs. Project managers may also serve on committees (especially event-based) across the League as the Communications Council liaison.	Varies based on time of year; 3-4 hours/week	Time management, delegation, task-oriented, organized
Technology Consultant	The technology consultant works to implement new technologies, such as eTapestry and VolunteerHub across the League through trainings and serving as a League-wide resource.	2-3 hours/week	Working knowledge of eTapestry and VolunteerHub

Membership Council

- ❖ Provisionals
- ❖ Transfers
- ❖ Sustainers
- ❖ Event Planning

Provisionals

The purpose of the Provisional committee is to engage and welcome new members into our League by providing a solid foundation of League mechanics while also fostering an interest in community service, leadership opportunities, and member connections. The Provisional Committee plans and implements the provisional course curriculum in the fall and spring of each League year. This includes scheduling, creating content and activities, and coordinating speakers for each provisional meeting. Provisional meetings include: Wine and Cheese Informational Social, Super Saturday, JLDOD 101, 102 & 103, Project Planning Meetings 1 & 2, Provisional Placement Party, and other various socials.

Each Provisional Committee member, or Provisional Advisor, is assigned a small group of provisionals at the beginning of each fall and spring semester. Provisional advisors guide their group of provisionals through the provisional course, keeping track of their requirements and answering any questions along the way. They provide a friendly face and positive representation of the League for all new members.

Given that our committee meets *almost* weekly throughout the year, we tend to develop a tight bond within our group. Apart from seeing each other at meetings, we also try to plan advisor-only social events throughout the year!

Number of Committee Members: 7

Time Commitment: Provisional Advisors are required to attend all provisional meetings throughout the year, which is about 2-3 meetings per month during the fall and spring semesters. The Provisional Committee also meets twice a year to plan for each upcoming provisional course.

Provisional Advisors must also be available to their provisional group to answer any questions through email or phone.

Skills Utilized: Organization, meeting coordination, time management, curriculum planning, public speaking, friendly demeanor, eagerness to help, sociable, responsive

Skills to Develop: Leadership, public speaking, meeting coordination

Transfers

We welcome transfers to the league and our local community. We help introduce them to our league specifically and try to create a welcoming group similar to a provisional class where they are comfortable and able to connect with each other and other league members. We plan social engagement activities as well as strongly encourage participation in larger league events. We also try to introduce them to as many committees as possible to help guide their future placement decisions.

Number of Committee Members: 8

Time Commitment: 2-6 times a month. Committee meeting attendance is strongly encouraged other events are optional but very well attended

Skills Utilized: Friendly and outgoing people are encouraged. Good networking skills are also helpful in connecting new transfers with existing league members

Skills to Develop: networking

Sustainers

Steward sustainers through League events as well as social and service-oriented activities just for sustainers. Help to keep sustainers connected to League events and serve as communication liaisons .

Number of Committee Members: 4

- Looking for committee members that will represent different ages and stages of League members

Time Commitment: We meet once a month for 90ish min at Hill House. We usually met prior to the Board meeting as this was most convenient for the liaisons.

Skills Utilized: event planning, cross-generational communication

Skills to Develop: meeting and connecting with diverse group of league members

Event Planning

We plan fun social events for our league members as well as help organize and implement routine league events such as GMMs, annual dinner, and our “legacy events” including Santa Brunch, Easter Egg Hunt, Diamond Ball, and others.

Number of Committee Members: 12

Time Commitment: 2-4 meetings a month with increased communication and availability needed close to scheduled events

Skills Utilized: event planning, creativity, outreach, work well within set time-frames

Skills to Develop: organization, communication

Training & Development Council

- ❖ POWER
- ❖ PLUG
- ❖ T&D Innovators
- ❖ Membership Development

POWER

The POWER mentoring committee creates partnerships between JLDOC members to help both members identify and reach their goals. Responsibilities of the committee include creating and monitoring the partnerships. We plan and host five events during the league year, including a Mix and Mingle, Orientation and Training, two social events, and an Extra Hands for program participants.

Number of Committee Members: 5

Time Commitment: Committee meets monthly either in person or over the phone for 1-2 hours. Attendance at the planned events is required.

Skills Utilized: Event planning, knowledge of different league members, good communication skills are beneficial

Skills to Develop: Communication skills, learning about running a mentoring program, learning about how to create mentoring relationships

PLUG

The committee will be in charge of developing and maintaining a T&D resource repository. This may include any of the following: (1) an inventory of current League women's skills and experience, (2) contacts and links for local resources, (3) opportunities to enroll formal training and development classes or webinars, (4) scholarship opportunities for business certifications, (5) AJLI resources, (6) curated links to interesting and relevant T&D articles

This would be a new resource available to the League so the committee members would be able to shape what is needed and the best platform for disseminating information.

Number of Committee Members: 8

Time Commitment: This committee is not event based so involvement is pretty even throughout the league year, and does not require much in person meeting time, probably every other month just to connect and share ideas. The majority of the work would be on each committee member's own time, maybe coordinating with one other person on the committee. Time commitment is probably 1-2 hours per month finding new resources and maintaining the resource library. This placement would be ideal for someone who has a busy schedule and can't commit to in person, or event based, placements, but is passionate about Training and Development and would be interested in sharing knowledge and connections with other league members.

Skills Utilized: Organization skills, detail oriented, love of learning and/or research, love of the local community, ability to be a self-starter and work as an individual contributor, commitment to own and follow through on an assignment, ability to use and update web based technology for the resource repository. This will be a new program for the JLDOC, so creativity will also be a plus!

Skills to Develop: T&D knowledge, local community resource knowledge, web repository tool experience (TBD what that will look like)

Membership Development

Provides training and personal + professional development opportunities to league members

Number of Committee Members: 14

Time Commitment: Meets once a month for 1-2 hours.

Committee members will divide up events and staff various trainings throughout the year. Some email conversation is required when planning and coordinating logistics for events.

Skills Utilized: professional development, curriculum development, program management and planning

Skills to Develop: Previously called the Leading Ladies, this committee will respond to the Voice and Choice model by developing 1-3 "training tracks" for League Members. Members can pick a track and receive a certificate after completing a certain number of workshops over the course of a year. Leading Ladies has been successful over the last several years but this new twist on allowing members to define their needs at the beginning of the year will make for new and exciting committee work.

T&D Innovators

This new committee will focus on the strategic needs of the Training and Development Council by attending various T&D events and coming up with future ideas for programs. They will also be responsible for the annual Nuts and Bolts programming, a session that trains new leaders within the league. By having a close pulse on the T&D programs across the council, they will be able to inform what committee chairs need most and what League members are looking for from the T&D council.

This committee will be chaired by the AVP and will focus on looking across committees within the council to find consistent needs. A limitation of current League programming is that we often are limited to a League year for planning events. This committee allows for longer term strategy to make sure we are capturing the T&D needs of all members over the next 3-5 years.

Number of Committee Members: 6

Time Commitment: Monthly in person meetings as a committee, dividing up other T&D events across members

Skills Utilized: strategic planning, training and development interest, communication, planning, JLDOC or training/development experience helpful but not required (could be replaced by participating in another League's T&D council)

Skills to Develop: strategic planning, leadership skills, contributing to longer term goals of the council