International Leadership Association®

Member Community Leadership Team

Handbook

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Thank you for volunteering your time and talents!

This document aims to provide the information needed to make this a successful and personally rewarding experience for you and the Member Community team. It is a concise yet comprehensive overview with guidelines and approaches building on the successes of past community leaders.

As the MCLT-Staff, we are your primary contact points for the ILA staff. We will coordinate with our staff colleagues to support your success and the growth of each member community. Don't hesitate to contact us at membership@ilaglobalnetwork.org +1.202.470.4818.

Is something missing from this Handbook that would improve its usefulness? Do you have questions? New ideas? This Handbook is constantly being updated, and your feedback is welcome! We intend to provide a helpful resource, not a one-size fits all approach.

Your commitment to serving as a Member Community (MC) Leader is much appreciated. On behalf of the ILA membership, the Board of Directors, and the staff, we thank you for all you have done, are doing, and plan to do as part of the Member Community Leadership Team!

With appreciation,

ILA Membership Team

About the International Leadership Association

ILA Purpose

We connect people worldwide to advance the practice and study of leadership for a just and thriving future.

Mission

We accomplish our mission by creating trusted spaces and relevant leadership resources together.

Vision

Leadership for the collective good of people and the planet.

Values

Inclusion

We foster and promote diversity, equity, and belonging.

Integrity

We advance the field of leadership with rigorous and evidence-based research and practices.

Impact

We focus on leadership impact for the greater good and a better world.

Innovation

We amplify new ideas and models of leadership for individuals, organizations, and communities to flourish worldwide.

ILA Member Communities

The ILA's Member Communities provide a home within the more prominent Association to connect members with common interests. Each Member Community functions as an integral part of the Association by expanding opportunities for member engagement, addressing the professional needs of its members, and developing resources to enrich the Community and expand the ILA's impact.

The Member Community Leadership Team (MCLT) is the cross-community connector that fosters collaboration, communication, and community strengthening. Coordinated by ILA's Membership Director, each Community's Chair, Chair-Elect, and Immediate Past Chair is subscribed to the MCLT Intersections Community. Regular meetings include information sharing between communities, briefings from ILA staff and the Chair of the Membership Committee of the Board of Directors, and time for networking.

The Common Purposes of ILA Member Communities

ILA Member Communities are officially recognized groups focused on specified areas of the leadership field, professional roles, sectors, sizes, or a specific topic. Facilitated by volunteer leaders, Member Communities engage ILA members in teams, projects, and tasks to enhance the member experience and serve the global needs of their Community.

While each Member Community has its specific focus, every Member Community:

- Creates a home within the larger organization where members can meet others with common interests, professional roles, identities, or specialties.
- Members can participate actively in the ILA through defined volunteer roles, committees, and projects.
- Organizes specialized programming (conference sessions, networking events, webinars, zoom discussions, webinars, etc.) to support and foster learning among Community and ILA members.
- Develops/shares resources; communicates pertinent information to foster professional excellence and contribute to the body of knowledge related to the Community's focus.
- Advises the ILA Board of Directors and staff concerning the Community's particular interests, member needs, and specialties.
- Supports and advances the ILA's mission, organizational values, and strategic plan.

Expected Community Deliverables

To achieve these everyday purposes and flourish, each Member Community shall:

1. **Have a Core Leadership Team** as provided in the Member Community's bylaws or per the Leadership Team Essentials section in this Handbook.

2. **Hold regular Leadership Team Meetings** to develop goals, achieve deliverables, and implement programming collaboratively.

3. **Encourage Volunteer Engagement** to involve members in projects and programs focusing on establishing roles and an eye on succession planning.

4. **Maintain Records** to be sure that the community bylaws, committee rosters, annual reports, community webpages, and planning documents are up to date and followed.

5. **Share updates**, news, opportunities, and resources with community members.

6. **Produce an Annual Report,** a written report on accomplishments and plans to help create community continuity.

7. **Host Open Community Meetings** to update and involve community members.

8. **Develop programming for the ILA Global Conference** by encouraging submissions, designating Stream Team Representatives, and organizing networking and special community events or traditions.

Options for Enhanced Engagement

1. **Intersections:** Contact Marcia Boyd to schedule the launch of the Community's Intersections online community. Once launched, the Intersections group provides an easy way to communicate, share resources, and network.
2. **Virtual learning/engagement opportunities:** Creative initiatives that serve the Community's needs are encouraged! Communities can host one or more Leadership Perspectives Webinars. Efficiently arranged networking events or roundtable discussions can be set up using the ILA's Zoom licenses.
3. **Topical Conference:** Work with the ILA Conference Director to organize specialized ILA conferences or forums to further the Community's purpose. Complete details may be found on the ILA Specialized Conference Proposal Form.

Member Community Leadership Team Essentials

Each Member Community shall have a Core Leadership Team, usually consisting of a Chair, Chair-Elect, and Past Chair. For consistency across the ILA, it is preferred (but not required) that each Community uses these standard titles. If the Community utilizes a co-chair or co-convenor model, one person must be designated as the primary contact person. Additionally, staggered terms are recommended to provide community continuity.

A functioning Core Leadership Team is vital to the success of a community. Working together, they provide leadership to implement goals to further the Community's purpose, vision, and deliverables. Ideally, self-organization, shared leadership, collective decision-making, and joint accountability provide the foundation of the Community's leadership culture.

The Core Leadership Team establishes a clear path for training and succession. It creates a supportive environment with shared accountability while providing flexibility to address extenuating circumstances. It leverages individual talents while providing opportunities for growth and fostering success and teamwork.

Member Community Leader Terms

A three-year total commitment: one year as Chair-Elect, the following year as Chair, and the third year as Past Chair. This succession strategy provides continuity for the Community.

Qualifications

- Chair candidates must be an ILA member for at least two years; Chair-elects must be a member for at least one year.
- Has affiliated with the Member Community and is familiar with the Community's mission, vision, bylaws, history, and projects.
- Is committed to fulfilling the duties and responsibilities of the position for the entire term.
- Has the time to commit 4-10 hours a month to the role.
- Has leadership, facilitation, and communication skills
- Is required to attend ILA Global Conferences during their term.

Elections

Leadership team members can be elected by either the membership of the member community via an online election or by the Executive Leadership Team/Steering Committee if the Community has established that model. In both situations, the election process should be detailed in community bylaws, including the date of the term's turnover.

The process typically occurs at a designated time each year when the Community announces the call for nominations and candidates submit their interest packets. Candidate packets (bios, statements, photos) are compiled for the Community by the ILA staff. Then, an email with a link is sent to community members for online voting.

That is the easy part! More challenging is recruiting committed candidates. This section will address a few challenges in that regard.

1) *No one volunteers to stand for election.*
   Many people will not volunteer until someone they respect directly encourages them, so proactive recruitment is essential. Ideally, the Core Leadership Team will work throughout its terms to identify the next generation of leaders, developing candidates who have served in the Community's volunteer positions.

2) *Candidates are brand new with no prior involvement in the Community.*
   Is Chair-elect the only volunteer opportunity that is publicly promoted to members? Creating a culture of leadership progression and issuing calls for volunteers builds awareness and involvement. Be sure that the Community has open calls for volunteers.

3) *You have several candidates and only one winner.*
   It is so true that not winning can feel harmful or embarrassing. It is super important that the leadership team follows up with each candidate after the election to find appropriate ways to contribute their talents in another role or by helping with a project.

Sample Chair-Elect Election Timeline:

Traditionally, the leadership succession takes place on January 1. As the number of activities and programs increase, and because of extenuating circumstances, different election timelines and terms have emerged to benefit a community's needs. While the timing is flexible, it is required to have regular leadership transitions.

A sample timeline if the Chair-Elect term begins January 1	
Sept	Announce the opening and application process to members; undertake active recruitment by identifying candidates and discussing planting the seed.
	Use the Annual Meeting and the Global Conference as recruitment opportunities.
November 15	Candidate Applications due
Nov 22-Dec 6	Online voting
Dec 7-10	Notify candidates of the outcome;
December 14	Announce winner
January 1	Chair-Elect Term begins

Community Leadership Roles and Responsibilities

Member Community Chair

- Provide overall vision and leadership for the Community to achieve short- and long-range goals, execute projects, and accomplish the deliverables.
- Convene the Leadership Team regularly throughout the year.
- Recruit volunteers to serve in defined roles or on committees.
- Appoint the Global Conference Stream Team, Online Community Coordinator, and any Standing Committee Chairs/Project Coordinators.
- Serve as the primary point of contact.
- Communicate with members of the Member Community and the ILA Membership Team regularly about the member community's goals, projects, and needs.
- Ensure the annual report and any updates to the Community's documents and web pages are appropriately submitted.
- Participate in the MCLT meetings and read community announcements.

Member Community Chair-Elect

- Work with the Chair to lead the Community to achieve short- and long-range goals, execute projects, and accomplish the above deliverables.
- Participate in the Leadership Team.
- Complete projects or lead programs as assigned by the Chair.
- Actively participate in the appropriate ILA Intersections online communities, regularly post in the Member Community to stimulate conversation, and occasionally post community news and volunteer opportunities.

Past Chair

- Provide historical perspectives, guidance, and coaching.
- Participate in the Leadership Team.
- Assist with the recruitment and coordination of volunteers.
- Complete one or more special projects in consultation with the Chair.

Vice-Chair

The Vice-Chair is unique in that it is not an elected seat. This role is not the precursor to the Chair role. This role's benefit is elevating a volunteer into the MCLT. You can have this role in addition to the Chair-Elect role.

Creating Additional Volunteer Roles

As much as members receive specific benefits when they join, what they give back truly enriches ILA. The ILA is fortunate to have a deep pool of talented members who volunteer when asked. Establishing and—establishing volunteer roles that leverage member volunteer strengths and interests multiply the Community's impact and effectiveness. This section aims to provide resources and tips to help you formalize a volunteer structure to increase the number of actively engaged members.

Every Community likely has activities/traditions that lend themselves to defined volunteer roles. While the Chair, chair-elect, or immediate past Chair may perform these functions, creating new volunteer roles is a terrific opportunity to engage more members in the life of the Community.

Define Specific Volunteer Roles & Responsibilities: Volunteers want a clear idea of the role, expectations, requirements, and time commitment. They want to know what success looks like and to be sure they will make a difference. Volunteer titles with clear role descriptions are the foundation of a successful volunteer strategy.

Understanding and addressing volunteer motivation are essential. Many volunteers are interested in opportunities that will support their professional development; others to contribute to their professional Association and the field of leadership. Most also want to have fun. Some want to build their network and make professional friends. Everyone wants to feel appreciated and valued. Consider these factors as you draft the volunteer roles.

Coordinators or Committees? While it may be tempting to create committees, please consider if the goal or project is best achieved by one person or a team of two (or more). If a team is ideal, carefully consider its name. For example, Leadership Education recently created Working Groups to convey a results-focused expectation.

Where to Begin

Often, member communities already have volunteers serving in important roles. Start with these and build on past successes. If descriptions do not exist, the first step is to craft written role descriptions. Please keep it simple and include the volunteer title, description, qualifications, estimated time commitment, and relevant dates concerning the role with any deadlines

Recommended volunteer roles

- Global Conference Stream Team Representatives
- Global Conference "Community Tradition" Coordinator
- Online Community Coordinator
- Engagement Coordinator

- Outreach Coordinator
- Activity/Program Coordinator

Refine the descriptions to meet the needs of the Community best. Whether formalized or not, many communities have time-tested roles. As roles are written up or piloted, please share them with the larger MCLT.

Global Conference Stream Team Representatives

The Chair shall appoint two or three experienced ILA members who have attended past global conferences and served as peer reviewers; ideally, one will be in the Conference's region, and one will be outside North America. They should have complementary and far-reaching networks to help promote the Call for Proposals (CFP). This assignment requires familiarity with the member community's focus and the professional development needs of the constituency, an understanding of the relevant body of knowledge, practices, and approaches. The role requires much online reading and the ability to comprehend various submissions. Ideally, volunteers will serve for two years or more in staggered terms so one person has experience in the role while the other learns the technology.

Schedule: *November:* work with the Member Community Chair and ILA conference staff to understand the MC's priorities and to identify stream themes.

January – February: promote the CFP through social media, personal networks, etc.

April - May, read the submissions and peer reviews in the top 50% of peer review scores and collaboratively develop a well-rounded program to meet the goals of the Member Community.

Global Conference "Community Tradition" Coordinator

The MC Chair appoints these Coordinators to organize special events or traditions of the member community. While these responsibilities will vary, a standard should be that the volunteer has attended this event or has relevant experience. Ideally, they will attend and coordinate the event during the Conference—examples: Coordinator, Emerging Scholars Research Consortium; Coordinator, Annual Networking Luncheon; etc.

Online Community Coordinator

This volunteer will play an integral role in developing a robust and active online Intersections community, including discussions, a resource library, and automated welcome messages to new members. This role requires an understanding of and purpose of the Member Community and the ILA, comfort with technology, and obviously, regular access to a computer and the Internet. A two-year commitment is desirable, along with a passion for online engagement. The time commitment is estimated at 2-4 hours a week while in training, then 1-2 hours afterward. Basic familiarity with ILA Intersections is helpful, and the Membership Director will provide training and support.

Engagement Coordinator

This coordinator encourages ILA members to become active in the Member Community, focusing on filling gaps. Using resources such as the Member Directory, tasks might include spending an hour or two a week communicating with ILA members to suggest resources, encourage volunteerism, and congratulate them publicly on milestones such as promotions or publications. This is excellent for people who love connecting with others – and this could quickly become a fun team!

Outreach Coordinator

This volunteer will focus on recruiting new members by promoting the ILA and the Member Community to other leadership networks.

Activity/Program Coordinator

This volunteer will organize programs outside the Global Conference, such as Zoom networking events, webinars, roundtables, or other creative programming and activities. The description would be developed explicit goals that will serve the members of this Community.

Supporting Volunteers

This section was recently requested. Entire books are written on this topic. Here are some essential tips.

Recruiting volunteers

1) First, be clear about the volunteer role, responsibilities, and time commitment to the position so volunteers are aware of the expectations; clarity is the first step to attracting volunteers with the skills and capacity to be successful.

2) There may be better approaches than asking volunteers during meetings for vital roles. Consider emailing a Call for Volunteers or creating a brief survey with a volunteer sign-up. Create a pool of potential volunteers for your team to draw upon. Remember, all volunteers need to be ILA members.

3) Many members will not volunteer but respond positively if personally asked by someone they know and respect to complete a specific task or serve.

4) Pairing: Encourage those already in a volunteer role to recruit and work with a "second" – the person who will be the experienced person in the future.

5) Consider multiplier approaches: Here is a recent example: A member had an idea for a pilot project aligned with a community's priorities and was given the green light; she issued a call for five volunteers to serve as volunteer peer-to-peer facilitators for six months; members were invited to apply to participate in a cohort program of five others. The math: 1 volunteer brought in 5 more to thoughtfully engage 25 members for six months. Thirty-one ILA members will have a positive professional development experience.

Orienting and supporting volunteers

1) Meet with the new volunteer to build your relationship, clarify the task, timeline, and success metrics, answer questions, and thank them for volunteering.

2) Be sure they know how to contact you and be responsive when they do.

3) Some volunteers will benefit from coaching, especially if the task is complex. In these cases, pairing an experienced volunteer with a new one is advisable.

4) Sometimes, it may be necessary to help someone relinquish their volunteer role. Maybe a situation arises outside their control, a big promotion, shifting family needs, or a move suddenly demands all their time.

5) They may not be fulfilling their volunteer commitment. Remember, most volunteers want to excel, but sometimes situations emerge that demand their attention. Communication and compassion are essential in these situations as you determine the best course forward.

Motivating and managing volunteers

1) Reminders and check-ins well before deadlines are essential. They create opportunities for positive re-enforcement, problem-solving, or shifts if unexpected personal or professional situations emerge.

2) Appreciation of every volunteer contribution (from a few hours to many more) is vital to the culture of volunteerism and accountability. Be generous with praise and gratitude to the individual volunteer at meetings and in writing.

3) Address the needs of member volunteers, remembering why they volunteered. Be sure the experience is generally enjoyable, gratifying, and FUN!

Expanding the Community Leadership Structure

As the Member Community fills volunteer roles, it could make sense to expand the leadership structure by developing a Coordinating Council, Executive Leadership Team, or Steering Committee. Regardless of its name, such a body with 2-3 core leadership team members and 5-7 volunteers can streamline communication and collaboration among and between volunteers and the core leadership team.

For example, the Women & Leadership and the Sustainability Leadership Member Communities have had an Executive Leadership Team and an Executive Committee for years, respectively.
Learn more from their Community Leaders and their bylaws or by contacting the ILA staff.

Member Community Resources

Email

Each Community has an ILA email address on the website that is forwarded to the community chair, the MCLT staff, MCLT, and staff for backup. Note: All Community Leaders are also added to the Intersections MCLT online community.

Sending Messages

There are two ways to contact the ILA members who have affiliated with a Member Community:
  a) ILA Intersections: As each Community's online Community is launched, community leaders and members can easily send community-wide messages.
  b) Messages sent on behalf of the Community by the staff via the email system: Occasionally, it could make sense to send a targeted message.

HubILA

It is easy to send the news to the entire membership via the HubILA online community on ILA Intersections.

Web page updates

Send updates to Nick Kiessig at nkiessig@ilaglobalnetwork.org to update a community page housed on https://ilaglobalnetwork.org/member-communities/ or to update the Community's landing page on Intersections.

Member Directory

Part of ILA Intersections, the Member Directory, is a great resource. It is searchable by full or partial name and other variables.

Bylaws and Historical Documents

If they have yet to be passed down from the prior leaders and are not on the website, please email membership@ilaglobalnetwork.org for staff assistance.

MCLT - the Member Community Leadership Team

The MCLT brings together the leaders of ILA Member Communities to hear the news, share experiences, successes, and challenges, and foster collaboration. There is a private MLCT Intersections community to facilitate communications between ILA community leaders.

Leadership Perspectives Webinars

Leadership Perspectives is a series of live, interactive webinars that support the ILA's mission and the work of our members. ILA members receive free access to all Leadership Perspectives webinars —live and on demand. Suppose you have an idea for a webinar on a leadership trend, best practices, new research, a new book in your community, etc. Please complete our webinar proposal form at: https://forms.gle/uRu9ysnY4UxTNz7K6. If you wish to run something by ILA staff before submitting the form, please contact Debra DeRuyver at dderuyver@ilaglobalnetwork.org.

Please Note: Before deciding whether something should be a Leadership Perspectives webinar or a community webinar, ask yourself about the audience, appeal, and purpose. For example, one of your community members has a new book out. If you want to feature that book and get the word out to the larger Community, perhaps a Leadership Perspectives webinar would suit. If you're going to gather a group of members who have read the book to discuss with the author, book club style, then a community Zoom is probably a better fit.

Organizing an ILA Specialized Conference: Please see Appendix II.

ILA Staff

While the entire staff is committed to your success, you will work closely with the membership team. You can view the website to learn about the ILA staff members: https://ilaglobalnetwork.org/about/staff/

Sample Activities Timeline

These are suggestions to guide planning. This overview is more detailed at the beginning of the calendar year to encourage a strong start. Each Member Community will likely develop its annual rhythm as programs and traditions are continually developed.

January
- Schedule regular Core Leadership Team (CLT) meetings
- Agree on the Community's annual goals and projects, a meeting schedule, ways to engage volunteer leaders, or strategies to fill volunteer roles and plan events throughout the year and at the Global Conference.

- Focus on volunteers.
- What volunteer roles will help the Community make progress? If they still need to be filled, identify candidates and a recruitment timeline. Likely you met people at the global Conference who would be willing – IF ASKED – to serve in a specific volunteer role. If need be, contact the ILA Membership Team about sending a Call for Volunteers to those affiliated with the Member Community.

- Review and update your ilaglobalnetwork.org community webpage.
- Has the member community updated priorities or new programs? Send edits to membership@ilaglobalnetwork.org, and the ILA web team will update the website accordingly.

- **Invite your networks to respond to the Call for Proposals (CFP) by the deadline!** While the ILA markets to a database of 15k leadership enthusiasts and thousands more via social media and other means, a personal note to professional colleagues makes a big difference, as does a brief post to other listservs. Messages over ILA Intersections are helpful, too.

- Attend the first MLCT meeting of the year and meet your peers!

February
- **Send an email** to update the members of the Member Community about this year's goals, announce the names of volunteer coordinators, and report other news.

- **MCLT meeting:** focus on supporting the volunteer coordinators and gathering information about their goals and timelines. Decide when the member community will hold online member forums or networking events throughout the year.

- **Global Conference Ticketed Events:** If the Community would like to have a special event at the Conference, such as a community meal, contact membership@ilaglobalnetwork.org with the details and any questions so it can be organized, priced, and added to the global conference registration form.

- **As applicable, recruit volunteers to coordinate the Community's conference traditions** (such as the Student Case Competition, the Emerging Scholars Research Consortium, etc.).

March/April

o Host an online community forum, networking event, or launch a new program (Perhaps a Peer-to-Peer Mastermind group?)
o Core Leadership Team
o **Drop a note:** Email your new coordinators to check in or to set up a chat.
o Training for the Program Stream Chairs and the Online Community Managers.
o Attend MCLT meetings to exchange ideas and learn the latest news.

May

o Stream Team Deadlines(?) to complete recommendations for acceptances.
o Check-in with volunteer coordinators on their progress.

June/July

o Core Leadership Team – discuss the progress of Coordinators, projects, and initiatives.

August

o Make personal plans to attend the Global Conference!
o Check-in with Coordinators

September

o CLT: Planning annual meeting and outlining annual report.
o Consider what volunteer roles will open and strategies for recruitment.
o Confirm the schedule for the Chair-elect election with the ILA Membership Team
o Attend the MCLT Meeting

October/ November

o Participate in the annual global Conference: remember, this is a terrific time to recruit new volunteers!
o Hold Member Community annual meeting and present yearly report. (This can be done outside the global Conference to maximize participation).
o Finalize and submit the annual report to the ILA Membership Team.

December

o Now or when applicable, hold a transition meeting as the Chair becomes the Past Chair, the Chair-Elect becomes the Chair, and a new Chair-Elect begins. Send an update to membership@ilaglobalnetwork.org so the website is updated.
o Thank all volunteers for their work over the past year.

Appendix I - Member Community Bylaws Template

This template is designed to provide an easy path to creating or revising ILA Member Community Bylaws.

Brackets [   ] indicate information to be added; the distance between brackets is <u>not</u> suggestive of the length of your answer.

A helpful starting point may be your community page: https://theila.org/member-communities/. Likely your current team has documents or traditions to inform these bylaws. Shelly Wilsey is your primary staff resource on Bylaws.

After completion, email your draft bylaws to membership@ilaglobalnetwork.org, They will be presented to the ILA Board Membership Committee for review and formal approval.

[Name] Member Community Bylaws
[Date created; dates amended if any]

Purpose

The purpose of the ILA [Name] Member Community is to facilitate volunteer engagement, organize programming, identify resources, and undertake activities to serve the needs of [*who do you specifically serve? Your constituency?*].

The unique purpose of this group is to [*Why does this community exist? How are you different or unique? This could be a bulleted list or sentences. Some ideas follow, but please refrain from being held to or stifled by them*].
- Contribute to the body of knowledge on [   ].
- Encourage partnerships between members for increased publication of high-quality research.
- Support and foster learning among members and others in ILA about [   ].
- Provide a forum for networking, exchanging ideas, and mentoring to support [   ].

Vision

The [Name] Member Community's vision is to be the primary resource within the ILA for rigorous and relevant research, programming, and collaboration to promote further [   ].

Membership

The [Name] Member Community is open to ILA members interested in the Purpose and Vision stated above. [We specifically serve ILA Members who   ]. All levels of participation are welcomed and encouraged. ILA Members affiliate with this Community using the online system to update their member record.

Community Deliverables

1. **Leadership Team Meetings:** Meet regularly to accomplish goals and implement programming collaboratively.

2. **Volunteer Engagement:** Involve member volunteers in projects and programs.

3. **ILA Global Conference:** Designate 2-3 representatives to be Stream Team Representatives; organize networking and other events at the Conference to further the Community.

4. **Records:** Ensure that the community bylaws, committee rosters, annual reports, community webpages, and planning documents are current.

5. **Annual Meetings**: Host an annual meeting (virtually or during a global conference) to update and involve community members and participate in the ILA Annual Member Meeting.

6. **Annual Report**: Share an annual written report to your members and the ILA Membership Team on accomplishments and plans at your year-end membership meeting.

7. **Communicate**: Provide regular updates to community members and the ILA Membership Team.

8. [Community-Specific additions?]

Community Leadership Roles and Responsibilities

Member Community Chairs:

The Member Community Chair, Chair-Elect, and Past Chair provide leadership. To implement goals to further the Community's purpose and vision; achieve Community Deliverables; support the ILA's strategic plan and priorities; and communicate with the ILA staff, other community chairs, and the Board Membership Committee.

Terms:

To provide continuity and shared leadership, each will ideally serve one year as Chair-Elect, the following year as Chair, and the third year as Past Chair.

Elections:

[How will your leaders be selected? Your leadership can be elected by either the membership of your member community via an online election (with the assistance of the MCLT ILA Staff) or by the Community's established Executive Leadership Team/Steering Committee if your Community has a functioning expanded structure. **The election process must be detailed in your community bylaws, including the date for the terms turnover.**

Please see the MC Handbook for a sample Election Timeline and a section on Expanding the Community Leadership Structure to build a Steering Committee.

Qualifications

The Chair, Chair-Elect, and the Past Chair must meet the following qualifications:
- Is a current ILA member affiliated with the Member Community.
- Familiarity with the Community's mission, vision, bylaws, history, and projects.
- Is committed to fulfilling the duties and responsibilities of the position for the entire term.
- Has the time and skills to provide leadership to the Community.
- Has attended one or more ILA conferences with the commitment to attend ILA Global Conferences during their term.

Member Community Chair

- Provide overall vision and leadership for the Community to achieve short- and long-range goals, execute projects, and accomplish the deliverables.
- Convene the Leadership Team regularly throughout the year.
- Recruit volunteers to serve in defined roles or on committees.
- Appoint the Global Conference Stream Team, Online Community Coordinator, and any Standing Committee Chairs/Project Coordinators.
- Serve as the primary point of contact.
- Communicate with members of the Member Community and the ILA Membership Team regularly about the member community's goals, projects, and needs.
- Ensure the annual report and any updates to the Community's documents and web pages are appropriately submitted.
- Participate in the MCLT meetings and read community announcements.

Member Community Chair-Elect

- Work with the Chair to lead the Community to achieve short- and long-range goals, execute projects, and accomplish the above deliverables.
- Participate in the Leadership Team.
- Complete projects or lead programs as assigned by the Chair.
- Actively participate in the appropriate ILA Intersections online communities, regularly post in the Member Community to stimulate conversation, and occasionally post community news and volunteer opportunities.

Past Chair

- Provide historical perspectives, guidance, and coaching.
- Participate in the Leadership Team.
- Assist with the recruitment and coordination of volunteers.
- Complete one or more special projects in consultation with the Chair.

Amendments:

As the [name   ] evolves, the Community Leadership Team may agree upon updates to these bylaws. Proposed amendments will be sent to the ILA Membership Director for presentation to the Membership Committee of the Board of Directors for final approval to ensure they conform with organizational policies.

Appendix II - ILA Specialized Conference Proposal Form

Please click on this link to access the fillable ILA Specialized Conference Proposal Form.