



## **Standard Operating Procedures – Roles & Responsibilities**

Director of Emerging Leaders, Rocky Mountain PCMA

**Role:** PCMA Rocky Mountain Chapter (RMPMA) Emerging Leaders Director

**Term Length:** 2 years

**Description/Summary:** The primary responsibility of the RMPMA Emerging Leaders Director is to identify, nurture, and support individuals in the early stages of their careers or leadership journey within the PCMA/RMPMA Chapter. The Emerging Leaders Director is responsible for developing and implementing programs that support the growth and development of emerging leaders based on PCMA's mission.

### **Estimate Time Commitment:**

Average weekly hours: 1 hour per week (this will vary greatly depending on event cycles, etc.)

- Regular attendance at monthly meetings and Board Meetings (approximately 1 hour conference call)
- Attendance at the Board Retreats (this could be a day event or overnight)
- Attendance at all official chapter activities and functions (4 Educational Events + emerging leader Events)
- Committee activities (2-4 hours per event) plus on-site attendance at events

### **Roles and Responsibilities:**

#### **1. Program Development:**

- Design and implement leadership development programs tailored to the needs of emerging leaders.
- Create mentorship programs that connect emerging leaders with experienced professionals in the field.

#### **2. Networking and Community Building:**

- Facilitate networking events and forums to foster connections among emerging leaders.
- Establish online platforms or communities for continuous communication and collaboration.

#### **3. Education and Training:**

- Develop and coordinate educational initiatives, workshops, and training sessions for skill enhancement.

Updated 7/1/24 by DS

Created: Nov. 27, 2023 GCO

- Provide resources and guidance on professional development opportunities.
- 4. **Advocacy and Recognition:**
  - Advocate for the interests and concerns of emerging leaders within the organization.
  - Establish recognition programs to acknowledge the achievements and contributions of emerging leaders.
- 5. **Communication:**
  - Communicate regularly with emerging leaders to understand their needs, challenges, and aspirations.
  - Keep the broader organization informed about the value and impact of emerging leaders.
- 6. **Collaboration with Other Directors/Committees:**
  - Collaborate with other RMPCMA Directors and Committees to integrate emerging leader initiatives into the overall RMPCMA strategy.
  - Work closely with other directors and leaders to ensure alignment with organizational goals.
- 7. **Budget Management:**
  - Develop and manage the budget for emerging leaders' programs and events.
  - Collaborate with the Sponsorship Director to seek out funding opportunities, grants, and donations to support emerging leaders' programs and events.
- 8. **Research and Trends Analysis:**
  - Stay informed about industry trends and changes that may impact emerging leaders.
  - Conduct research to identify best practices in leadership development.
- 9. **Diversity and Inclusion:**
  - Promote diversity and inclusion within the emerging leaders' community.
  - Ensure that programs are inclusive and accessible to individuals from various backgrounds.
- 10. **Professional Development Opportunities:**
  - Identify and promote conferences, workshops, and other opportunities for emerging leaders to enhance their professional skills and knowledge.
- 11. **Feedback and Evaluation:**
  - Establish mechanisms for feedback to improve programs and initiatives continually.
  - Evaluate the effectiveness of programs and make data-driven adjustments as needed.

#### **Committee Structure:**

Ideally, there will be at least one committee chair and 2-3 committee members total with specific seats and roles to be assigned based on each individual's availability, their talent, and the overall current needs of the Emerging Leaders efforts.

The committee should also include one committee chair who will act as the main liaison between the Director and the other committee members. This role will also be designed for the chair to be trained and mentored to be the next Director. *(2-3 hours per week max)*

Committee members will *(1-2 hours per week max)*:

Updated 7/1/24 by DS

Created: Nov. 27, 2023 GCO

- help plan the Emerging Leaders programs,
- help recruit new student members and volunteers,
- help build relationships with different universities and
- help bridge the gap between the chapter at large and student members. There should be representation from an Emerging Leaders committee member on as many other chapter committees as possible.
- Other duties as assigned/needed

### **Micro-Volunteer Opportunities**

#### **Student Members:**

- Marketing: Help generate content and photos (1-2 hrs per month)
- Events: Volunteers to assist with registration and other onsite logistics (1-2 hrs per month)
- Events: Help coordinate between Chapter and MSU for Career Fair

#### **Requirements:**

- Substantial experience in leadership roles, preferably in the field related to PCMA's focus.
- Experience in talent development, mentorship, or leadership development programs.
- Familiarity with emerging trends and issues in the industry.
- Strong leadership and management skills with the ability to motivate and inspire emerging leaders.
- Experience in guiding and developing teams, both directly and indirectly.
- Excellent communication skills, both written and verbal.
- The ability to effectively communicate with individuals at various organizational levels and external stakeholders.
- Strong networking and relationship-building skills to connect emerging leaders with mentors, industry professionals, and each other.
- Proven experience in designing and implementing leadership development programs.
- Ability to tailor programs to meet the unique needs of emerging leaders.
- Strategic mindset with the ability to align emerging leaders' initiatives with the overall goals and mission of PCMA.
- Knowledge of budgeting and financial management to effectively plan and allocate resources for emerging leaders initiatives.
- Flexibility and adaptability to navigate the dynamic landscape of emerging leadership needs and trends.
- Strong problem-solving abilities to address challenges faced by emerging leaders and create effective solutions.
- A commitment to fostering diversity and inclusivity within the emerging leaders' community.
- Awareness of the importance of equity and fairness in leadership development.

Updated 7/1/24 by DS

Created: Nov. 27, 2023 GCO

- Ability to analyze data and feedback to assess and continuously improve emerging leaders' programs.

**Timeline:**

TBD