

Emerging Leaders Network (ELN) Co-Chair Role Description

*The ELN is looking for enterprising, collaborative leaders who are ready to take on a leadership opportunity and support the growth and development rising leaders across the Greater Toronto and Hamilton Area (GTHA). We are currently recruiting for two or three ELN Executive Committee Co-Chairs for a two year term starting in September 2019. The incoming Co-Chairs will lead the ELN Executive Committee Team to grow and strengthen the impact of the ELN. If interested, **please fill out an [application](#) by 5:00 p.m. on June 24th, 2019.***

ELN GOVERNANCE & COLLABORATION STRUCTURE

- The ELN is a volunteer-led initiative that works in partnership with CivicAction’s Leadership Foundation staff to provide capacity building and civic engagement opportunities for rising leaders across the GTHA.
- The ELN is led by a volunteer team of ~10 volunteers including 2-3 Co-chairs and 7-8 executive committee members.
- Co-chairs provide ongoing guidance and leadership to the executive committee as well as facilitate and oversee the planning of ELN strategy over the two year term.
- The co-chairs and executive committee members represent the views of rising GTHA leaders on various committees, including both the [CivicAction](#) and [CivicAction Leadership Foundation](#) Boards. *Refer to appendix for a description of both organizations.

ELN CO-CHAIR RESPONSIBILITIES

- **Strategy Development:** Work with the CivicAction Leadership Foundation staff and Executive Committee members to support the development and implementation of ELN’s strategic agenda and work plan for the coming 2 years.
- **Recruitment:** Recruit executive committee of volunteers to support required work.
- **Coaching & Support:** Provide ongoing coaching and leadership development support to individual ELN executive committee members and to the executive committee team as a whole which includes: leading team meetings and conducting periodic check-ins with Executive Committee members.
- **Program Development & Execution:** Support the planning and execution of ELN programming including being engaged in ELN communications planning and activities.
- **ELN Ambassador:** Represent ELN members as an ex-officio member of the CivicAction Board of Directors for a one-year term (one year per co-chair).
- **Stakeholder Engagement:** Support the identification of resources and partners to collaborate in driving action and change throughout the region – particularly in

building a more regional presence for the ELN and diverse representation among ELN members.

WHAT'S IN IT FOR YOU?

- Opportunity to lead a highly talented, diverse team of rising leaders towards a shared vision and shared outcomes.
- Leadership development in a high profile organization that drives action & change.
- Access to exclusive CivicAction events, influencers and leaders – including a term on both the [CivicAction](#) and [CivicAction Leadership Foundation Board of Directors](#).
- Ability to influence and impact and accelerate the leadership trajectory of diverse rising leaders.
- Recognition for your contributions to city-building through CivicAction's promotional efforts and social media channels.

TIME COMMITMENT:

Throughout the course of the term, ELN Co-Chairs will need to commit to ~12 hours per month which includes:

- Bi-Weekly meetings with the CivicAction Leadership Foundation staff.
- Quarterly meetings with CivicAction's CEO.
- Quarterly CivicAction Board of Directors meetings (including one full-day retreat).
- Regular ELN Executive Committee meetings (schedule to be determined by executive team)
- Regular attendance at both CivicAction and ELN events & activities (mostly evening/after-hours with some weekend events – often located in the downtown Toronto core).
- Ad-hoc mentorship and support to new members (i.e. coffee meetings).

If you have any questions, please contact toota.hassanien@civicaaction.ca. We look forward to receiving your application!

APPENDIX A:

GENERAL OVERVIEW OF CIVICACTION & CIVICACTION LEADERSHIP FOUNDATION

For over a decade, [CivicAction](#) has brought together senior executives and rising leaders from all sectors to tackle the biggest challenges facing the Greater Toronto and Hamilton Area. Going beyond taking action on regional issues, CivicAction knows that we need to cultivate and grow strong civic leaders for today and tomorrow. To accomplish this, the CivicAction Leadership Foundation was launched in 2017.

The CivicAction Leadership Foundation is built on the belief that there is nothing more important to the future of our communities than preparing those who will lead them. The CivicAction Leadership Foundation provides high impact leadership programs that open doors, minds & opportunities for young, emerging and under-represented leaders in the GTHA.

GENERAL OVERVIEW OF EMERGING LEADERS NETWORK (ELN)

The ELN was created to develop, connect, and activate the Greater Toronto and Hamilton Area's (GTHA) future leaders. By creating opportunity for thought-provoking dialogue, skills training and networking opportunities, the ELN helps build-up, plug-in, and galvanize action-oriented leaders to create a more connected, collaborative GTHA.

Created in 2006, the ELN is over 2000+ rising leaders' strong (including more than 200+ DiverseCity Fellows alumni) and represents a wide range of ethno-cultural backgrounds, communities, and sectors throughout the GTHA. In addition to monthly events focused on networking and skill-building, the ELN hosts a bi-annual conference for rising leaders to explore and develop action-oriented solutions to the some of the region's most pressing civic issues.