



## LEADERSHIP ROLES AND RESPONSIBILITIES

### OBJECTIVE

For volunteer leaders to connect before the organizational year to discuss how to strategically execute assignments/charges, consider expected outcomes and address any immediate opportunities and challenges.

### ROLES

#### Executive Committee Liaison:

- Reinforces and executes organizational initiatives aligned with MDRT's Strategic Plan and divisional responsibilities
- Works in partnership with Global Council Member, Divisional Vice President (DVP), Chair and staff liaisons
- Oversees and supports the Global Council Member's communications and action plans
- Objectively endorses Global Council Member evaluations of DVP or Chair participants
- Objectively evaluates overall performance of Global Council Members

#### Global Council Member:

- Oversees execution of organizational initiatives aligned with Strategic Plan and divisional responsibilities
- Updates Executive Committee Liaison on key division activities throughout the year
- Advocates for division and member experiences at Global Council meetings
- Works in partnership with Executive Committee Liaison, DVP, Chair, volunteer members and staff liaisons
- Coaches DVP and/or Chair on overall responsibilities, communications and action plans
- Objectively evaluates and endorses overall performance of DVP and Committee Chairs (if applicable)
- Participates and reviews committee/task force correspondence to/from staff, DVP, Chair and members

#### Divisional Vice President (DVP):

- Oversees execution of organizational initiatives aligned with Strategic Plan and divisional responsibilities
- Updates Global Council Member on key division activities throughout the year
- Works in partnership with Global Council Member, Chairs, volunteer members and staff liaisons
- Coaches Chairs on overall responsibilities, communications and action plans
- Objectively evaluates overall performance of Committee Chairs
- Objectively endorses Chair evaluations of member participants
- Participates and reviews committee/task force correspondence to/from staff, Global Council Member, Chairs and volunteer members

#### Committee/Task Force Chair:

- Works in partnership with ExCom Liaison, Global Council Member/DVP and staff liaisons
- Collaborates with Global Council Member/DVP and MDRT staff liaisons on action plans and timelines



- Initiates communication and follow-up with Global Council Member/DVP and staff liaisons on committee/task force members' status or activities
- Promotes connectivity and engagement through committee/task force activities, assignments and discussions
- Objectively evaluates overall performance of volunteer participants
- Reports committee/task force results to Global Council Member, DVP and Global Council via the committee/task force report

#### Committee/Task Force Member:

- Works in partnership with Global Council Member/DVP, Chair, fellow volunteer members and MDRT staff liaisons
- Engages in all committee/task force activities, assignments and discussions
- Serves as a source of expertise by contributing to the benefit the greater membership body

## PRE-MEETING

- MDRT staff reviews pre-meeting expectations and distributes pre-meeting materials to Global Council Member/DVP and Chair
- Chair distributes pre-meeting assignments expectations, instructions and due dates to volunteer members
- Global Council Member/DVP, Chair and staff liaison monitor progress and provide updates to all parties, including Executive Committee

## MEETING DAY

- Global Council Member/DVP supports and notes key points for the Executive Committee and Global Council
- Chair facilitates/moderates agenda of committee/task force members
- All volunteer members and staff liaisons participate as key contributors of knowledge and expertise.
- Staff documents key points

## POST-MEETING

- Global Council Member/DVP, Chair and staff liaisons review and finalize outcomes
- Chair maintains connection and engagement with committee/task force members
- Chair and Global Council Member/DVP evaluate committee/task force member performance and provide written documentation (committee report) summarizing activities/outcomes

## COMMITTEE/TASK FORCE REPORTS

Purpose: Reports are leadership-to-leadership opportunities to share how outcomes are contributing to the MDRT's Strategic Plan. Reports are essential in providing a clear summary to those who weren't in attendance and should detail important actions, decisions and summaries of discussions.



There are two reporting times during the organizational year. If the committee has not yet met, the report should highlight the intended plan of action. If the committee has met, the report should highlight outcomes of activities and discussions.

## EVALUATIONS

**Purpose:** The evaluation process collectively examines and analyzes individual performance. Evaluations determine the overall effectiveness in meeting goals and objectives. Contributions made by MDRT volunteers play a significant role in integrating a volunteer's strengths with MDRT's strategic initiatives; therefore, it is imperative evaluations are completed with honesty and objectivity.