



Volunteer Council

Co-Chair

On-going Duties & Transition Duties

INTERNATIONAL LEGAL TECHNOLOGY ASSOCIATION

ONGOING DUTIES

- Evaluate and adjust ILTA's volunteer structure and roles to meet the changing needs and evolving opportunities of the organization
- Monitor engagement and satisfaction of ILTA volunteers
- Co-lead Councils and meetings in collaboration with staff, including development of agendas
- Participate in quarterly strategic Council calls with Board of Directors
- Attend meetings during ILTA annual conference
- Improve methods of matching volunteer interests with opportunities, broaden professional relationships and improve leadership skills. Benefit volunteers' professional development while strengthening ILTA's volunteer pipeline
- Provide guidance and answer questions from volunteers and staff regarding volunteer duties, roles and advancement
- Facilitate cross-team communications and technology to ensure appropriate resources are available to accomplish strategic goals
- Work with staff to ensure volunteer opportunities are appropriately framed and promoted
- Identify leadership skill-building opportunities and source subject matter experts for mentoring/helping others grow in such areas

TRANSITION DUTIES

- Evaluate and confirm areas of responsibilities and communication mechanisms between Councils
- With other council co-chairs, develop and implement new ILTA volunteer structure
- Collaborate with staff and volunteer leaders to develop transition plans and implementation schedule
- Participate in Council member selection and drafting of job descriptions
- Assist with onboarding and integration of all Committees
- Create and communicate goals for Committees
- Drive transition/transformation of Volunteer Leadership Task Force to Volunteer Council, including criteria for completed transition and criteria for official disbanding of Task Force
- Within one year of seating, complete new structure implementation
- Drive implementation of Volunteer Development and Volunteer Operations Committees