



Leadership Team Job Description

Purpose:

To offer leadership, guidance and support to the LiveWell Greenville coalition by ensuring advocacy, action and accountability for a collaborative strategy to increase healthy eating and active living in Greenville County through policy, systems and environmental changes.

Membership

- The Leadership Team shall consist of no fewer than 13 members
- Membership includes the following officers:
 - Chair (President)
 - Vice Chair – governance and development role
 - Secretary
 - Treasurer

General Roles

And Responsibilities

- Determine the coalition's vision, mission and purpose
- Support the development, execution and evaluation of a community-wide action plan to address childhood obesity through increased healthy eating and active living
- Support a qualified Executive Director to execute the actions specified in the workgroup community action plans and the coalition's strategic plan
- Ensure ethical integrity of the coalition's activities
- Review annual budget and provide assistance with securing financial resources
- Ensure that the coalition is being a good steward of financial and in-kind resources
- Ensure effective coalition planning and evaluation
- Enhance the coalition's public image
- Be an advocate/spokesperson for the coalition and engage community partners in the coalition's mission
- Ensure the Leadership Team is functioning well: assess performance, recruit and orient new Team and workgroup members
- Serve as a facilitator/convener of or participate actively in one of the coalition's task forces or committees

Expected Time Commitment

Leadership Team members should expect to spend an average of 5 hours a month on coalition activities. This time includes reviewing correspondence, preparation and attendance at Leadership Team Meeting and active involvement on at least one workgroup/committee

Leadership Team meetings occur on the fourth Wednesday from 12:00 – 2:00 PM on the following months: January, March, May, August, September and November. Attendance is very important for the coalition to maintain the collaborative environment.

Leadership Team Member Agreement

I, _____ understand that as a member of LiveWell Greenville's Leadership Team, I have an ethical responsibility to ensure that the coalition does the best work possible in its pursuit of its goals. I believe in the mission and goals of LiveWell Greenville and will act responsibly and prudently as its steward.

Mission: LiveWell Greenville is a local collaborative that exists to help create and maintain a healthy community through the promotion and support of policies, systems and environments that make the healthy choice the easy choice.

As part of my responsibilities as a Leadership Team member:

1. I will interpret LiveWell Greenville's work and values to the community, represent the coalition and act as a spokesperson or ambassador as appropriate.
2. I will attend at least five of the six Leadership Team Meetings and relevant committee meetings per year.
3. I will serve as an active member of at least one of the coalition's task forces or committees.
4. I will act in the best interest of the coalition. I will ask questions, request information and challenge the status quo. I will participate in and take responsibility for making decisions on issues, policies and actions. I will excuse myself from discussions and votes where I have a conflict of interest.
5. I will work in good faith to direct LiveWell Greenville's Executive Director.
6. I will work with staff, other Leadership Team members and partners towards the achievement of our goals.
7. If I do not fulfill these commitments to the organization, I will expect the Leadership Team Chair to call me and discuss my responsibilities with me.

In turn, LiveWell Greenville will be responsible to me in the following ways:

1. I will be sent without request quarterly financial reports and monthly updates of coalition activities as part of the consent agenda that allow me to stay abreast of current issues and activities.
2. Opportunities will be offered for me to discuss with the Executive Director and the Coalition Chair LiveWell Greenville's workgroups, activities, progress, goals, activities and status. Additionally, I can request such opportunities.
3. The coalition will help me perform my duties by keeping me informed of local, regional or national issues affecting LiveWell Greenville's work, so that I may make informed decisions.
4. If LiveWell Greenville does not fulfill its commitments to me, I can call upon the Chair and the Executive Director to discuss the coalition's responsibilities to me.

Signed: _____ Member, LiveWell Greenville Leadership Team

Signed: _____ Chair, LiveWell Greenville

Date: _____