LEADERSHIP TOMORROW

206.389.7279 tel 206.903.3439 fax
1301 Fifth Avenue, Suite 2500 Seattle WA 98101

Engaging Leaders.
Shaping Our Future.

Curriculum Committee Job Description

General Description:
The Curriculum Committee is charged with designing the Leadership Tomorrow annual curriculum in accordance with the stated mission of the program. The Committee meets monthly.

Terms of Office:
Committee members are elected for three years, with a limit of two consecutive terms. The Committee is governed by a Chair-Elect, Chair and Past-Chair; each serves a one-year term for a total of three years.

Duties and Expectations:
1. Actively participate in the work of the Curriculum Committee by attending:
   a. The monthly Committee meetings held the 4th Tuesday of each month from 8 – 9:30 a.m.
   b. The Committee's annual 1.5 day retreat (typically held the end of June or in July).
2. Design and facilitate one and no more than two Challenge Days, avoiding two events in a row if possible. The Retreat Planning Team is responsible for both the Fall and Mid-Year Retreats.
3. Work with the Program Manager to submit a post-event summary of what worked and what did not for each Challenge Day and Retreat.
4. Actively participate in recruitment by suggesting candidates.
5. Serve as an ambassador for Leadership Tomorrow to the community at large.

Curriculum Committee Chair Duties:

- Work with the Program Manager to create the monthly Committee agendas.
- Chair the monthly Curriculum Committee meetings.
- Work with Committee members to resolve any problems regarding attendance or lack of participation.
- Appoint a Nominating Committee, to be led by the Chair-Elect.
- Serve as liaison between Curriculum Committee and Board as a member of the Board of Directors.
- Plan, with several other Committee members, and chair, the annual Committee Retreat.
- Attend Challenge Days when possible.
- Attend Leadership Tomorrow Board and Executive Committee meetings, and the annual Board Retreat.

Curriculum Committee Chair-Elect Duties:

- Serve on and chair the Curriculum Nominating Committee.
- Serve on the Curriculum Committee Summer Retreat Planning Team.
- Chair the Committee meetings in the Chair's absence.
- Attend all or part of Challenge Days in addition to the one responsible for planning (if possible).
- Attend final Challenge Day in June (if possible).
- Attend the Leadership Tomorrow annual Board Retreat.
- Attend the LT Board and Executive Committee meetings in the Chair's absence (if possible).