

## COLLEGE LEADERSHIP COUNCIL - ROLES AND RESPONSIBILITIES

Thank you for your consideration and desire to serve as a member of the College Leadership Council. Before applying, please review the requirements, roles and responsibilities of the College Leadership Council (CLC).

If you have any questions, please contact Kate Malla at [kate.malla@operationsmile.org](mailto:kate.malla@operationsmile.org).

### REQUIREMENTS

All CLC applicants must fit the requirements below to apply.

- Full-time student enrolled in an accredited college or university in the United States
- Good academic standing
- Prior attendance at an Operation Smile International Student Leadership Conference or Step UP Symposium
- Previous attendance at a Step UP Symposium is highly preferred
- Must be an active member of your college Operation Smile Student Club (If your school does not have an Operation Smile student club, you may still apply. You must describe how you are working with your school community to support Operation Smile.)
- **Only sophomores, juniors and seniors will be considered for this opportunity.** (The Student Program team recognizes that freshman year in college is a big life transition, and we want to ensure that your first year in college is a successful one. Being a member of the College Leadership Council can be very demanding at times. We want to see that you can successfully balance your academics, club involvement, and life in college during freshman year. If you are a freshman, please stay involved and apply for your sophomore year.)

### ROLES AND RESPONSIBILITIES

Please read the following terms regarding CLC roles and responsibilities.

- CLC members will help facilitate the Step UP Symposium for university student volunteers. This will include helping staff to plan and execute the conference as well as follow up with participants after the symposium.
- Develop and maintain relationships with new and existing clubs, schools, and student volunteers.
- CLC members must work at local, national, and international levels. Regular contact with schools and student volunteers by way of phone calls, emails, and social media is essential.
- Additional tasks will be assigned as necessary which may be face-to-face contact, phone calls, or through email.
- CLC members help to promote national/international awareness and fundraising campaigns as launched by Operation Smile.
- The CLC works to implement new ideas to encourage clubs and student volunteers in their fundraising, service, and awareness activities.
- Host campus/regional events and campaigns.
- It is expected that each CLC member host at least one campus or regional event.



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- CLC members will be assigned to lead specific campaigns throughout the year. A team leader will be selected and be responsible to progressively move the campaign forward with help from all other CLC members.

### **General Expectations**

- CLC members are selected to be part of the council because they have shown dedication to Operation Smile's mission and leadership among their peers.
- Everyone on the CLC is expected to bring his or her ideas, enthusiasm, and compassion to the group.
- All members are expected to be heavily involved in all CLC initiatives and be proactive in developing means for the advancement of Student Programs.
- Meeting the above responsibilities is vital to the success of the CLC; failure to do so is grounds for dismissal.

### **Term Limits and Evaluations**

- A one-year term limit applies to all members. A member may re-apply for subsequent terms.
- Additionally, Student Programs staff is aware of the volatility of college schedules; if necessary, a member may resign or take a leave of absence at any time from the CLC. First-year council members should not be studying abroad for any portion of their term. Subsequent terms thereafter can be discussed on a case-by-case basis.
- A mid-year assessment in January will be conducted by a Student Programs staff member. If any member has notable deficiencies in participation or involvement, they will be placed on an improvement plan. The Student Programs associate will work with the CLC member to create a plan to help the member improve with their responsibilities.
- If the member does not improve, he or she may be asked to resign from the council.

### **Conference Calls**

- All CLC members are required to be a part of a monthly or as needed Zoom call. The day and time of the call will depend on academic schedules of CLC members and be determined after members are selected. Any requests to be excused from a conference call are to be made at least 48-hours in advance. Each member should miss no more than two conference calls.
- Each CLC member will have the opportunity to lead a portion of each conference call and is expected to discuss the initiatives going on throughout their assigned locations.
- A different CLC member will type out the minutes/discussion each month and post them in the CLC digital immediately after the call.
- A CLC member will be tasked each month to submit an item for the Student Programs newsletter, which will be discussed on each call.
- The conference call is designed to update all CLC members and staff on initiatives and projects; however, this is not the only time members should be communicating. All members should communicate with other CLC members and staff on a regular basis with any method they choose (i.e. WhatsApp, Facebook, text, email, etc.)

### **CLC Mandatory Summer Retreat**

A mandatory, virtual retreat will take place in August 2020. The retreat is the time for CLC members to get to know each other and to set the goals and schedule for the year.



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