



# JUNIOR LEAGUE OF LOUISVILLE

## 2021-2022 Chair Placement Guide

*Find Your Place to Shine!*

Dear Junior League of Louisville Members,

Welcome to 2021-2022 Chair Placement! We have a variety of great chair opportunities available to you! Use this Chair Placement Guide to help make your selection for the upcoming year. Remember, it is important that your League volunteer work be meaningful to you.

Committee Chairs are tasked with organizing, researching, and developing projects and events that all League members can participate in to impact our community and develop leadership skills. The placement concept is designed to create a strong Committee Structure for each League year- to help achieve the League's goals and objectives!

### **Chair Placement Timetable**

**March 18th, Chair Placement Applications Open**

**March 30th, Chair Placement Applications Close**

**April 6th, Chair Placements Announced**

**\*To apply for a chair position please fill out the brief application form and submit your Resume [here](#).**

If you have any questions about the Chair Placement Process, please contact Lauren Songer, Executive Vice President ([executivevp@juniorleaguelouisville.org](mailto:executivevp@juniorleaguelouisville.org))

Sincerely,

The Executive Management Team

**Thank you for your commitment to the Junior League of Louisville!**



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Communications Council

#### VP Lee Daley

#### Communications - Media Relations/Website

#### 4 Committee Members

##### Description of Responsibilities:

- External/internal website updates related to all league activities and events
- Work with VP and Social Media Chair to create cohesive graphics for the website and Social Media channels
- Work with Editorial Chair to draft and share events and general league information on the Website, both internal and external facing related to the community impact opportunities
- Serve as the contact to local media on behalf of the League to promote various fundraisers and League events throughout the year

##### Ideal Qualities for this Chair:

- Attention to detail
- Enjoys writing and being creative as it relates to sharing information about the League and League activities

**Estimated Time Commitment:** 1-3 hours per week; likely busier at start of League year as plans are prepared for changes and updates to the website, should level out to more general maintenance and upkeep after initial discussions with VP and other Communications Chairs



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Communications - Editorial

#### 4 Committee Members

##### Description of Responsibilities:

- The Editorial Chair and her committee will be primarily responsible for preparing monthly recap digital newsletters/emails to send to the League, and coordinating with the Media Relations/Website Chair for publication externally on the JLL website
- The Editorial Chair will also be responsible for preparing press releases as needed for various Junior League of Louisville events (think LBDI, other major fundraisers, etc.) and will provide the same to the Media Relations/Website Chair to share with the General Public

##### Ideal Qualities for this Chair:

- Attention to detail
- Enjoys writing and generating excitement for upcoming events

##### Estimated Time Commitment:

- 1-3 hours/week, more around busier times of year (LBDI, times when we have multiple events, shifts, & advocacy work, etc.)



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Communications - Social Media

#### 4 Committee Members

##### Description of Responsibilities:

- The Social Media Chair and her committee will be primarily responsible for creating the graphics and short copy for any and all social media posts to be published to JLL's various social media channels, both externally and internally as needed.
- The Social Media chair will work with the VP to create a calendar of publications, focusing on JLL events, as well as general posts for the various social media channels, aimed at boosting JLL's presence.
- Following creation of a calendar for publications, the Social Media Chair and her committee members may require a couple of hours per week, or have the option to prepare a significant amount of content all at once to be published based on the agreed upon schedule.
- Duties will include:
  - o Social media: creating graphics, drafting and sharing posts related to recruitment/training opportunities
  - o Documentation: responsible for documenting and archiving photos and stats from activities
- This committee will handle content generation and management of an Annual Report or publication in partnership and with data generated from other councils.

##### Ideal Qualities for this Chair:

- Organized
- Attention to detail
- Enjoys writing, social media, and generating excitement for upcoming events
- Familiar with Canva or other photoshop programs (do not need to be expert level)

##### Estimated Time Commitment:

- 1-3 hours/week, more around busier times of year (LBDI, times when we have multiple events, shifts, & advocacy work, etc.)



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Community Impact Council

#### VP Christie Yontz

#### Community - Life Skills Training

#### 5-9 Committee Members

##### Description of Responsibilities:

- JLL is responsible for the following tactics in 2021-2022:
  - Creating monthly life skills training courses, you have this year's trainings to use and build on
  - Utilizing and building upon the skills intake form we collected in 2020 to find League members who want to get involved with creating trainings for SVDP, BG Haven, and TrueUp
  - Reviewing feedback from the events to improve upon future trainings
  - Creating a lasting record of these trainings for future use
- The chair will be responsible for ensuring the success of their committee:
  - Schedule monthly trainings well in advance with our partners and post them to the calendar
  - Promote the trainings to JLL to foster involvement, and ensure the alignment and attendance of our partners

##### Uphold Committee Council Strategic Plan Goals:

- Community Committees will gain a deep knowledge of our projects and partners and have measurable impact on project tactics that they own. Measure quarterly progress against tactics, reportable to VP and community partners
- Through service-learning shifts, engage all members with our projects and partners to create buy-in and a sustainable force of trained volunteers beyond the Community Council
- Cultivate our Community Impact strategy outside of membership, within the community as a whole, to establish The League as an influencer of this issue in the Louisville Community

##### Ideal Qualifications for Chair:

- Relationship cultivation/management
- Strong communication skills
- Project management

**Estimated Time Commitment:** 8 hours per month



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Community - Youth Re-Engagement Committee Chair 10 Committee Members

#### Description of Responsibilities:

- JLL is responsible for the following tactics in 2021-2022:
  - Work with the CSYA Board to fulfill their project requests for Junior League in the establishment of the Youth Re-Engagement Center
  - Build an internal database of our resources who can help connect young people to the resources they need
  - Work with Host Homes to recreate the training materials for the Host Homes admin, promote the program throughout the community, and fulfill any other project requests they may have
  - Connect with JCPS and KY Youth Career Center to determine how we can assist with reconnecting disengaged youth
- The chair will be responsible for ensuring the success of their committee by:
  - Connecting sub-committees to their respective partners
  - Tracking and updating progress of sub-committees
  - Ensuring our partners project needs are met, and planning for future success

#### Uphold Committee Council Strategic Plan Goals:

- Community Committees will gain a deep knowledge of our projects and partners and have measurable impact on project tactics that they own. Measure quarterly progress against tactics, reportable to VP and community partners.
- Through service-learning shifts, engage all members with our projects and partners to create buy-in and a sustainable force of trained volunteers.
- Cultivate our Community Impact strategy outside of membership, within the community as a whole, to establish the League as an influencer of this issue.

#### Ideal Qualities for this Chair:

- Enjoys research and can manage data
- Project Management
- Strong communication skills

**Estimated Time Commitment:** 10 hours per month



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Civic Leadership VP Keshia Swan

#### Civic Leadership - JLL 360 Trainer Lead 4 Committee Members

##### Description of Responsibilities:

Lead the overall direction of all new member training. This leader will work with their committee to lead and administer the instruction of JLL New Members on the history, operations and overall structure of the JLL. In the 2020-2021 year this will include reviewing our existing new member curriculum, collaborating closely with leaders in the Membership Council and ultimately developing a new curriculum for New Members that provides a well-rounded introduction to the Junior League of Louisville.

Time Commitment: This position is expected to attend Civic Leadership Council meetings and various meetings/trainings with the New Member Training committee within the Membership Council.

- Review existing new member training and determine adjustments needed to reflect all aspects of the JLL
- Collaborate with New Member Experience Committee within the Membership Council to participate in training sessions
- Develop new member training curriculum including training materials and content
- Identify potential new member training needs for transfers to better acclimate them to JLL

##### Qualifications

- Teamwork and team building experience. This position will essentially lead the efforts of two committees.
- Ability to think creatively and strategically.
- Understanding of the Junior League in general and Junior League of Louisville especially.
- Organization and attention to detail.

**Time Commitment:**6-9 hours per month



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Civic Leadership - Strategic Membership Education Training Lead

#### 4 Committee Members

##### Description of Responsibilities:

These leaders will develop training opportunities for JLL members that are focused on the whole Junior League member. These training events will address a variety of topics, interests, and issues important to Junior League members. For the 2021-2022 League year this committee will be charged with general meetings, leadership training for the Board, Chairs, EMT, and general training for the League membership. Training events will cover general League operations, professional development, and personal development. This leader and her committee will also be focused on supporting the VP in developing training curriculum for leadership positions within the JLL- chairs, VPs and Board.

- Develop and execute a minimum of 4-6 trainings across the League year
- Identify potential speakers and partners
- Meeting planning and logistics
- Inform JLL members of virtual training opportunities available through AJLI
- Create content/materials for training events in -person and virtually
- Evaluate current training curriculum for JLL Leadership positions and determine changes needed for the following year

##### Qualifications

- Ability to be flexible and show initiative when developing new training opportunities
- Interested in creating recorded video training opportunities
- Ability to think strategically and big picture
- Organization and attention to detail
- Ability to speak in front of a group
- Ability to work effectively with alone and with a team
- Accountability

**Time Commitment:**6-9 hours per month





# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Fund Development Council VP TBA

#### Fund Development - Donor Strategy Chair 6 Committee Members

##### Description of Responsibilities:

- Organize our current donor database and begin to build donor profiles, including donation histories, donor's community interests, other organizations the donor supports, etc. These donors should include individuals, companies, other non-profit organizations and foundations.
- Research, design, and create , with the committee, a full tool-kit or sponsorship packet that can be used during donation asks
- Acts as main point of contact for anyone with questions pertaining to sponsorship asks
- Develop and execute an annual giving campaign
- Nurtures a culture of philanthropy throughout the League, and works with the Events committee to assure that all donors of time, in-kind donations, and money are honored

##### Ideal Qualifications for Committee Member:

- The ability to evaluate and assess the financial needs of the league
- The ideal Chair would be interested in strategic planning

##### Estimated Time Commitment:

~ 8 hours/month, likely 1-2 hours a week depending on time of year. Additional time expected around the launch of a campaign.



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Fund Development - Diversified Revenue Chair

#### 5 Committee Members

##### Description of Responsibilities:

- Responsible for overseeing the operations and sales of Junior League of Louisville cookbooks and other merchandise
- Heads up Give for Good and Giving Tuesday in collaboration with other Councils
- Coordinate and plan, in conjunction with other Councils, additional fundraising events (ie. Give for Good, LeMoo Dine & Donate, March Madness brackets).
- Create and maintain a list of local businesses that offer shopping rebates in order to plan multiple smaller fundraising events throughout the year

##### Ideal Qualifications for Chair:

- Ability to plan and execute multiple events in a short time-frame
- Desire to lead a team of people working on different projects at once
- Preferably someone with superb organizational skills

##### Estimated Time Commitment:

- 30 minutes-1 hour per week throughout the league year with an increase to 2-3 hours per week in the months leading up to the fundraisers. Will also assist the finance council with cash handling during the many events throughout the year.



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Membership Council

#### VP Kelsi Moehlman

#### Membership - Member Experience Chair

#### 1 Chair Position; 3 Committee Members

##### Description of Responsibilities:

- The Member Experience Committee will oversee membership enhancement opportunities and gatherings for active, sustainer, and transfer members. The goal will be to engage and retain members across all membership levels.

**The Membership Experience Chair** will oversee committee members in planning within the following areas:

- **Enhancement-** Gatherings, social events, affinity events etc.
- **Transfers-** Advisor role - Welcoming transfer members, social events, extending invitations to existing League events.
- **Sustainers-** Communicating with sustaining members and extending invitations to existing League events.
- Ensure monthly events are planned over the course of the year to address different ages, lifestyles, and interests. Locations will be intentionally chosen to be diverse, inclusive, and accessible to members who live across our community.
- Oversee regular communication with sustainers and collaborate with the Sustainer Director to assist with planning events targeted for sustainers.
- Coordinate with Fund Development to ensure enhancement activities at restaurants are utilizing those that provide a financial return to JLL whenever appropriate (i.e. Having a social at Village Anchor on a night they donate 10% to the League.)
- Willingness and ability to manage a large group of people and multiple projects is necessary.

##### Ideal Qualifications:

- Ability to collaborate, multi-tasking capabilities, relationship building, future based focus and ability to prioritize, team building, strong communication skills.

##### Estimated Time Commitment:

- ~15 hours per month
- Monthly in person meeting with team
- Timely communication is essential



# JUNIOR LEAGUE OF LOUISVILLE

## 2021 - 2022 Committee Chair Descriptions

### Membership – Engagement & Placement Chair

#### 1 Chair; 2-3 Committee Members

##### **Description of Responsibilities:**

- The Engagement and Placement Chair is responsible for organizing and executing the placement process through the portal for new members and active members
- Oversee the development of the scholarship dues program for new and existing members.
- Work with new member advisors and other committee chairs to create and utilize a sustainable membership tracking system.
- Work with recruitment committee on implementing a sustainable tracking system for potential new members
- Begin a pilot program for JLL Mentorship to focus on retention of current members and assessment of membership needs

##### **Ideal Qualifications for Committee Chair:**

- Relationship focused, effective communicator, teamwork, organization, ability to collaborate

##### **Estimated Time Commitment:**

- Time commitment varies and is dependent upon timeline for new members becoming actives
- 3-4 hours per month during March-May as the placement process opens for all active membership
- 1-2 hours per week during other months to work membership tracking system and opportunities to promote the scholarship program