

WEF Committee Leadership Council (CLC) Vice-Chair Application

The Committee Leadership Council is seeking applications for the CLC Vice-Chair. The term of the position is two years commencing at WEFTEC 2019.

The CLC Vice-Chair Responsibilities:

- Serve on the CLC Steering Committee
- Assume the role of CLC Chair upon completion of two-year term as CLC Vice-Chair
- Vice-Chair will assist community of practice directors and committee leadership as needed including promoting ideas and offer suggestions that enhance the communities of practice, committees and task forces
- Assist the CLC Chair with the management of the CLC Steering Committee including preparation of meeting agendas, review of meeting minutes, communicating with the WEF Staff Manager, supporting Steering Committee training and initiatives, and attending WEF calls and functions that the CLC Chair is unable to do.
- Serve as a communication link between community of practices, committees and task forces
- Provide mentorship to communities of practice, committees and task forces
- Assist in the training of future leaders
- Attend the WEFTEC and Midyear annual CLC meetings **(MUST BE ABLE TO ATTEND WEFTEC 2019)**
- Participate in monthly CLC Steering calls
- Serve a two (2) year term

If you are interested, please fill in the application form (next page) and send to Theresa Mixon tmixon@wef.org

Any questions please contact CLC Leadership

- Keith McCormack, CLC Chair, kmccormack@hrc-engr.com, 248.454.6348
- Janet Cann, CLC Vice-Chair, jcann@sws-sssd.org, 864.598.7285

**Submit Nominations by July 31, 2019, to tmixon@wef.org
(*Electronic copies only*; download the blank form to your computer to fill out,
and attach your resume and photo)**

Applicant Information

Please fill in the following information.

Name (First, MI, Last)	
Mailing Address	
Phone	
Email	
Employer	
WEF Member ID	
Applicant Questions	

1. Have you ever served in an association leadership position such as a CoP director, committee chair, MA Officer, etc.? Yes No
 - 1a. If yes, please list your past volunteer leadership positions

2. The CLC meets twice a year and the CLC Steering Committee has monthly conference calls; can you commit to the following:
 - Attend the CLC meeting at WEF’s Midyear meeting (Jan/Feb) Yes No
 - Attend the CLC meeting at WEFTEC (Sept/Oct) **including WEFTEC 2019**
 - Yes No
 - Participate in monthly calls Yes No

Considering WEF’s strategic plan, describe how you would ensure the critical objectives are being addressed through WEF Committees. Please provide a short 1 to 2 paragraph answer.

[WEF Strategic Plan](#)

1. Describe how you would address these critical competencies (described below) in your role as CLC Vice-Chair? **(Attach pdf file only – maximum 2 pages)**
 - Leadership expertise
 - Visionary and strategic thinking and planning
 - Passion to advance the WEF vision, mission and strategic direction
 - Knowledge of and understanding of the WEF organization
 - Compelling communicator and mentoring volunteers
 - Effective consensus building
2. List any other qualities or qualifications that you have for this position.

Resume of Education and Experience

Attach a one to two page resume and photo.. (Note... the photo can be from LinkedIn.. Facebook.. we just want to put a face to a name... or include your WEFCOM or linkedin.com page for your photo and resume. The resume should describe your education, professional work, and volunteer experience relevant to the CLC Vice-Chair position.

References –

Please include **one to three** references attesting to your qualifications for this role. Please do not include current CLC Steering members. References only have to be listed – no further information is required.

Name	Phone	Email

Optional: One letter of recommendation from a WEF Leader, Member Association or other volunteer organization to Theresa Mixon – tmixon@wef.org

Signature & Date

I certify that my answers are true and complete to the best of my knowledge.

Signature and Date

**Submit Nominations by July 31, 2019 to tmixon@wef.org
(Electronic copies only; save on computer and attach
resume and photo)**

Reminder..... Application Submittal Requirements (submit via pdf files)

- 1. Fill in form above and sign and date application form**
- 2. Submit** “How would you address the critical competencies in your role as CLC Vice-Chair” maximum 2 pages
- 3. Submit** Resume - maximum 2 page geared towards CLC role
- 4. Submit** Photo

Schedule

- Applicant Review - August 1- 9, 2019
- Approval by the CLC Steering – August 13, 2019
- Notification of selected Vice-Chair – August 14, 2019