

ILTA Volunteer Position Description:

Volunteer Council Co-Chair

PURPOSE:

The Volunteer Council continually evolves and advances the development and operations of the ILTA volunteer program to support ILTA's structure of being a member-run organization, strongly supported by staff. The Council level is where leaders of the Development and Operations Committees collaborate as a partnership to ensure efforts are parallel, cohesive, and evolving as necessary to meet the needs of the community and organization-at-large. The Council reports to the Board of Directors.

ROLE AND RESPONSIBILITIES:

The co-chairs' role is to lead the Volunteer Council, and includes:

- Along with Volunteer Leadership Task Force, complete development of new volunteer structure.
- Implement ILTA's strategic plan along with any strategic goals set by the Board, track appropriate metrics, set measurable goals, and develop actionable tracking mechanisms
- Communicate strategies and goals to Council and Committees
- Oversee and facilitate committee progress
- Participate in expanding international reach of the organization, balancing existing expertise while embracing and integrating unique cultural values.

TERM:

Two-year terms with a maximum of two consecutive terms; renewable subject to selection process; can reapply after two years of non-service: October 1 to September 30. Terms will be staggered where possible.

ONGOING DUTIES:

- Evaluate and adjust ILTA's volunteer structure and roles to meet the changing needs and evolving opportunities of the organization
- Monitor engagement and satisfaction of ILTA volunteers
- Co-lead Councils and meetings in collaboration with staff, including development of agendas
- Participate in quarterly strategic Council calls with Board of Directors
- Attend meetings during ILTA annual conference
- Improve methods of matching volunteer interests with opportunities, broaden professional relationships and improve leadership skills. Benefit volunteers' professional development while strengthening ILTA's volunteer pipeline
- Provide guidance and answer questions from volunteers and staff regarding volunteer duties, roles and advancement
- Facilitate cross-team communications and technology to ensure appropriate resources are available to accomplish strategic goals
- Work with staff to ensure volunteer opportunities are appropriately framed and promoted

- Identify leadership skill-building opportunities and source subject matter experts for mentoring/helping others grow in such areas

QUALIFICATIONS FOR SERVICE:

Minimum Criteria:

- Active ILTA member, business partner or industry participant
- Complete the ILTA Conflict of Interest Form
- Familiarity with volunteer-led organization
- Previous volunteer experience
- Ability to accept direction from the volunteer leadership and ILTA staff as required
- Ability at all times to act as a reflection of ILTA's core values

Preferred Skills:

- Sustained ILTA volunteering experience
- Experience with staffing, developing and leading teams
- Willingness to collaborate with other volunteers in transition to new structure

PROFESSIONAL DEVELOPMENT: The most important things you will learn from this position:

- Leadership
- Development and mentorship of new teams
- Motivation and retention of volunteers

COMPENSATION:

ILTA volunteer leaders do not receive compensation for their services but may be reimbursed for expenses.

DIVERSITY, EQUITY AND INCLUSION:

ILTA seeks to foster diversity, equity, and inclusion throughout the legal tech community. Holding this core value central to all volunteer efforts will be key to the success of individuals holding ILTA volunteer roles and remains a top priority for ILTA.