



Leads Group Leadership Team Roles

President:	Facilitates Leads Group meetings Creates agenda and distributes to all attendees Provides nominations for leadership team to CWCC for approval Attends quarterly leadership team meetings with CWCC staff
Vice President:	Facilitates meetings in President's absence Updates group on upcoming CWCC events Tracks leads of group Submits leads tracking report to CWCC within 5 days of meeting Updates CWCC on quarterly leads contest results
Secretary:	Time keeper for presentations Tracks attendance Assigns speaker presentation dates Updates Member Roster Advises absent members of pertinent information for next meeting
Membership Director:	CWCC contact for leads group roster and openings Advises CWCC of guests who attend each meeting and non-member guests Follows up with visitors regarding interest in joining group Sets expectations with new members and has them sign commitment form
Past President:	Serves in advisory capacity to leadership team
Social Coordinator:	Organizes outside networking activities for group and Outreach Volunteer Projects
CWCC Staff:	Updates Membership Director on prospective members
Leadership Team:	Approve new members after two visits to leads group