

The role of the Executive Committee

Last Modified on 11/01/2024 4:13 pm EDT

Formed at the Launch, 4-6 Ambassadors self-nominate to work as the cohort's leadership team (not a hierarchical structure, but collaborative).

The Executive Committee:

- Meets monthly (or more frequently) with their HBA Advisors
- Often particular members are designated to handle high-level functions such as budget oversight, internal cohort communications and secretarial duties (meeting scheduling, note taking)
- Has oversight of the following, and should enlist the Ambassadors to work in each of these areas as part of their leadership development:
 1. Overall cohort governance including budget and resourcing
 2. Ambassador individual goal progress. This may include plans for workshops, panels, fireside chats, HBA events, etc on common goal topics
 3. Group initiative goal progress. This will include having group initiative chairs periodically join monthly calls or send in updates regarding their progress and needs.
 4. Determining (with cohort input) what programs/events to create outside of their group initiatives and create a calendar of events.
 5. Addressing requests, issues and inquiries from individual Ambassadors.
 6. Planning the mid year and end of year progress presentation to executive sponsors
 7. Oversee the cultivation of more senior leaders to support the journey of the Ambassadors.
 8. Collaborate with the HBA local chapter or regional council if they exist, to increase the value to Ambassadors and help them create external networks.
 9. Planning cohort meetings as appropriate/necessary including scheduling, invitations, agenda creation, etc
 10. Plan and execute the program graduation and accompanying festivities

Executive Committee members commit an additional 1-2 hours per month. The Executive Committee can rotate after six months if there is high interest in these leadership roles.
