

# FORUM EXPERT POSITION DESCRIPTION

## Forum Expert Mission:

An integral part of the member leader community, Forum Experts serve as subject matter experts (SMEs) in various functional areas and in some instances, will also be responsible for the implementation of Forum related initiatives outlined in the regional action plan, as they support and drive the execution of strategy at all levels of the organization. The Expert will support their region's products, programs, or initiatives in service of chapters' Forum health and growth.

Experts are selected and directed by their respective regional councils and serve as the conduit of the Forum Project Team through their region to the chapters. The Expert is trained by the Forum team and Lead Forum Experts. The Expert is aligned with the EO 4.0 Strategic Vision, their regional council, and EO's mission to help leading entrepreneurs learn and grow within Forum.

## Qualifications:

- Has an unwavering passion for impacting their chapter, region, EO, and themselves.
- Is a Forum subject matter expert.
- Served as a Forum chair and attended GLC.
- Follows Forum Mindset.
- Has attended a Moderator Summit.
- Is aligned with EO's goals, mission, vision, and values.
- Will actively contribute to the region's and chapters' successes.

## Expectations and Responsibilities:

Support each chapter Forum chair according to their respective needs by:

- Actively contributing to the Forum Chair SamePage and Whatsapp group discussions in their area.
- Attending monthly calls with the Lead Forum Experts and Forum Experts from all regions to discuss the monthly agenda and share Global Forum Committee information and incentives.
- Lead monthly calls with Forum Chairs from their region to share experiences and support Forum Health.
- Identifying and implementing solutions for challenges and roadblocks.
- Providing proven best practices to Forum chairs.
- Hosting Moderator Summit and/or Moderator Workshop Series program.
- Supporting director(s) on the regional council.
- Interfacing with the trainer community as needed in support of Forum Chairs

## Term and time commitment:

The term for an Expert is one fiscal year with the opportunity to reapply for a second year.

- Individual communication with local Forum chairs as needed or requested by the regional council, committee, and/or staff.
- Attend Moderator Summit (day and a half).
- Chapter, global, or regional event attendance as needed.
- Attend monthly calls with the Forum Experts from all regions to review the Forum Chair agenda (60 minutes).
- Lead the monthly call with the Forum Chairs from their region (60 minutes).

Applying and accepting a PoL role may require that you choose between the PoL role and being an EO trainer or facilitator. **Per EO's Conflict of Interest Policy, Forum Experts may not serve as Forum Facilitators**

For questions, please contact [pol@eonetwork.org](mailto:pol@eonetwork.org)

