

EXTERNAL ENGAGEMENT LEAD POSITION DESCRIPTION

External Engagement Lead Mission:

As External Engagement Lead, your mission is to effectively engage, support and drive the execution of the External Relations strategy at the regional and chapter levels of the organization.

Qualifications:

- Previous service at the Chapter Board level is preferred
- Familiarity with EO programs and products, as well as an understanding of external relationships
- Must understand his/her role as a volunteer member leader, the role of the organization's professional staff and how these roles complement one another
- Must be a member in good standing
- Must showcase professionalism
- Must be aligned with EO's goals, ambition, purpose and strategic priorities

Expectations and Responsibilities:

1. Liaising with the chapters:
 - Chapter champions, SAP, Communications, Membership
 - Identify points of contact in all chapters
 - Collect information on external engagement chapter initiatives
 - External partnerships
 - Community & Impact goals
 - External awareness
 - Identify and share member impact stories in the chapters
2. Host an external engagement learning day for all champions and chapters in the region in need of guidance
 - Inform chapters about external opportunities and initiatives for the year
 - Share all existing resources (EE toolkit) with chapters throughout the year
 - Present on best practices
 - Identify type of regular communication with region
 - Ex: Monthly or quarterly call, WhatsApp Group, Monthly newsletter
3. As the regional advocate for ERSC priorities, it is beneficial to identify and create opportunities to talk about external engagement within the region
 - Presidents Meetings, Strategy Summits, Regional summits
 - Attending other functional calls when relevant (Mar/Comm, SAP, GSEA, etc.)
4. Identify opportunities where external engagement can support the region
 - Connect with the MED in your region to share updates on EE and MED initiatives
 - Support external facing initiatives in the region (Existing toolkit and resources)
 - Ex: US West external community campaign, Lead would step into a support role
 - Identify opportunities where the region can engage with Global external partners
 - Act as point person in execution of the plan
5. Liaise with the ERSC and MED's
 - Report back to ERSC regional liaison on regional updates
 - Collaborate with ERSC regional liaison in regard to external partner PR opportunities for chapters and regions
 - Share external engagement updates from the chapters with the MED to make the Regional Council aware
6. Act as point of contact/advocate for the ERSC
 - Promote external engagement opportunities to the region, chapters and own EO networks
 - Ex: EO Impact Day, EO-IFC regional webinars, external conferences



- Gather insight and feedback from the region on events and external organizations
- Review monthly updates from ERSC

Term and time commitment:

- The term of the External Engagement lead is one year.
- The minimum average time commitment each month is six hours.
- Additional time may be required to effectively collaborate on regional partnership events and specific requests for collaboration with EO Global.

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, Tier 3 member leaders will be reviewed on a case-by-case basis to determine potential conflict of interests under the policy.** For questions, please contact pol@eonetwork.org

