

LLL USA Delegate Qualifications and Job Description

(revised 1/4/17)

Delegates to the LLL USA Council serve the best interests of the whole of LLL USA while promoting the mission of LLLI and bringing their own perspectives and experiences to the work. All work takes into consideration the needs and concerns of the LLL USA Council, the Area Networks, the Leaders, LLLI administration, and the LLLI Board.

Qualifications:

- Be supportive of LLLI policies as found in the Policies and Standing Rules (PSR), which fosters the concepts of a distributed model for LLL USA.
- Be supportive and respectful of the LLLI Board of Directors and Executive Management in our work and communications as it pertains to the mission, purpose, and philosophy.
- Understand the structure of LLL USA, its Area Networks, and Areas as shown by staying current on communications and having participated in local administration or projects.
- Be a Leader in good standing with the relevant Area, Area Network, LLL USA, and LLLI.
- Be in agreement with the LLL USA operating principles.
 - Take on only what can't be done at a more local level.
 - Find ways to get the work done without spending money whenever possible.
 - Focus on current and future needs.
- Be in agreement with the LLL USA diversity statement: La Leche League USA (LLL USA) is committed to diversity and inclusion. LLL USA strives to support all breastfeeding families regardless of race, ethnicity, creed, age, sexual orientation, gender identity, family structure, primary language, ability, or socio-economic status. La Leche League USA makes every effort to foster diversity among its Leaders so as to incorporate a wide variety of perspectives and responsible decision-making.
- Possess effective oral and written communication skills.
- Be diplomatic and respectful in all communications.
- Be able to work as part of a team and accept edits/constructive criticism/disagreement.
- Be able to work on detailed long- and short-range planning.
- Possess skills to coordinate people and projects as they relate to the daily function of LLL USA.
- Be willing to take on responsibilities and meet deadlines.
- Commit to consistent and active involvement via email discussions, and, when needed, by phone and/or in person in order to participate effectively. Must have ability to access attachments and online editing. The time commitment is considerable and daily participation is expected at a level of quality that moves the work forward.
- Have an understanding of finances, including budgeting and fundraising.

Responsibilities:

- Participate in:
 - Daily email discussions with the entire LLL USA Council regarding the functions of LLL USA.
 - Decision-making regarding LLL USA.
 - Sharing responsibility for day-to-day operations of LLL USA, including shepherding one or more Council projects as needed.
 - Writing, editing, and posting announcements and information for USA Leaders.
 - Conducting searches, reviews, and conflict resolution, as needed.
 - Fundraising, preparing an annual budget, determining assessments, preparing an annual report, and other financial matters.
 - Scheduled monthly conference calls with the LLL USA Council, with an occasional additional conference call when needed.
- Attend face-to-face LLL USA Council meetings, usually twice a year from Thursday evening through Sunday afternoon as scheduled by the Council members. (There is some flexibility on arrival and departure times. Expenses are paid.)
- Serve as a liaison among LLL USA Council, LLL USA projects/committees, the US Area Networks, other Area Networks connected to LLLI, and LLLI, as necessary.
- Keep matters confidential as determined by the Council.
- Communicate with Leaders as a promoter and representative of LLL USA, helping Area Networks, Areas, and Leaders understand situations, getting answers for them, and explaining things to them.