

## **AARP Tax-Aide Volunteer Position Description: Leadership Development Committee Chair**

**Program:** The AARP Tax-Aide program provides free personal income tax assistance and tax form preparation to low- and moderate-income taxpayers, with special attention to those age 60 and older.

**Purpose of Position:** The Leadership Development Committee Chair leads a committee with primary responsibility for developing leadership in the program through a variety of means. The Chair also serves (along with Regional Coordinators [RCs] and other National Committee Chairs and key National Office staff) on the National Leadership Team (NLT) deciding program policies and high level procedural matters.

**Responsibilities of Position:** Guided by the policies and procedure of the AARP Foundation, AARP Tax-Aide, and the direction and support of the designated Assistant National Director, the Chair has the following responsibilities:

- **Leadership Development:** Identifies ways to cultivate leadership and develops materials/training/resources that will help volunteers recognize and cultivate leadership at all levels of the organization.
- **NLT:** Serves as a member of the National Leadership Team with ten Regional Coordinators; Chairs of the Technology and Training committees; and AARP Tax-Aide management staff.
- **SMT:** Assumes overall responsibility for the annual State Management Team meeting held in July each year for new members of state management teams.
- **Diversity:** Is an advocate for keeping diversity top of mind throughout the AARP Tax-Aide program and provide training/resources at all levels as appropriate to increase diversity among volunteers.
- **Appoint Committee Members:** Solicit nominations from current and former program leaders and appoint Leadership Development Committee members for two year terms to advise and work with on Committee assignments.

**Qualifications:** The Chair must be able to conceptualize and implement leadership development opportunities throughout the program. The Chair must be skilled in management principles, effectively communicate, and work well in collaborative situations. The Chair must be able to work well with diverse populations.

**Term of Service:** The Chair is appointed for a two year term in odd-year cycles, contingent upon satisfactory annual review. Mid-cycle appointments are effective to the end of the current cycle. The Chair may be appointed for a maximum of three full, consecutive, two year terms.

**Eligibility:** The Chair is not eligible for any other AARP Foundation or AARP volunteer state leadership position.

**Time Required:** Time commitment varies according to tasks and responsibilities underway but is year-round. The position demands more time from April to July during State Management Team Training.

**Training Required:** The Chair must acquire knowledge of all procedures associated with the program, as well as general orientation to the AARP Foundation and AARP.

**Travel Required:** The Chair attends NLT meetings in May and August, the SMT meeting in July, and the Regional Meetings in October. Occasional other ad hoc travel may be needed for performance of duties.

**Appointment and Supervision:** The Chair is appointed by the designated Assistant National Director with concurrence from the National Director and reports directly to the Assistant National Director.

**Scope of Authority:** The Chair leads a committee to develop leadership at all levels of the organization and trains others to recognize and promote leaders.

**Working Relationships:** The Chair works closely with Leadership Development Committee members, RCs, other Committee Chairs, AARP Tax-Aide staff, AARP Foundation, and AARP leadership as required.

**Progress Review:** The Chair's performance is monitored on an on-going basis and reviewed annually by the designated Assistance National Director.

**Available Resources:** The Chair will be afforded the necessary guidance, training, and materials needed to carry out the responsibilities of the position. The Policy Manual is the main reference for Chairs. Additional support is provided from the national office staff, national committees, RCs, and AARP and AARP Foundation leadership, as required.

**Volunteer Policy:** AARP Foundation volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, disabilities, gender, race, national or ethnic origin, religion, economic status, or sexual orientation.

