



## Capital City Executives' Association Roles & Responsibilities ~ Leads Director

Last updated: March 2014

*The Leads Director is an elected Director appointed to the position by the President. The term is for one year.*

Under the guidance of the Board of Directors (BOD) and with support from the Executive Assistant (EA), the Leads Director (LD) is responsible for the following:

- Attends and reports at all BOD Meetings
- Stimulates leads – Direct and General, as well as Business Done With among members
- Documents and reviews the criteria and protocols for all types of leads and the Business Done With with members as required.
- At each business luncheon the LD 'vets' the leads exchanged that day, ie: ensures that the lead sheets all match with the criteria
- Reports on the number of leads exchanged at each business luncheon
- Assists the President with the Leads Draws at each business luncheon
- Presents a synopsis of the year's work in the role of LD to the members at the Annual General Meeting
- If there is more than one member volunteering in this capacity, it then can become a committee with one Director who will Chair the committee, and attend the BOD meetings
- Upon completion of his/her term the LD will liaise and provide information to the incoming LD