

# BUILD Executive Leadership Chair Position Description

## Chair

As the BUILD Chair, you will have high visibility, with opportunities to interact with key state leaders including the governor and his staff, state agency heads and deputies, State Human Resources leaders, and community leaders. But more importantly, you will be the lead in providing input on policies and practices for improving the experiences of Black state employees, and you will be instrumental to the effort to in giving and elevating voice to the Black perspective so that we all thrive in ensuring Washington state government is a great place to work.

## **Role:**

- Serve as the primary representative of BUILD within the state community and to the public
- Advocate for and on behalf of BUILD membership and the Black community
- Provide input, feedback, and guidance regarding the Black perspective
- Make decisions regarding when and how to share information and support issues
- Collaborate with OFM partners and attend OFM BRG Chair meetings
- Collaborate with Executive Committee and facilitate monthly Board meetings
- Coach and mentor Subcommittee Leads and facilitate monthly SC Leads meetings
- Oversee the work of subcommittees and transition of SC leadership
- Delegate work and oversee the timely completion of deliverables
- Develop and approve BUILD communications and oversee website and social media content
- Respond to requests for BUILD collaboration, participation, presentations, and training
- Support membership participation and assist in addressing concerns
- Work closely with the Executive Sponsor to develop and guide a vision for BUILD
- Elevate complex and/or controversial issues to the Executive Sponsor and OFM
- Develop general membership meeting agendas and slides, and facilitate meetings
- Make decisions on relevant content, and identify and vet speakers and facilitators
- Oversee planning of special events and provide support as needed
- Maintain guiding documents (charter, by-laws, operating procedures) and fundamentals map
- Oversee a small budget, produce an annual report, and manage the election process
- Work closely with the Executive Assistant on all matters

**A Week in the Life of the BUILD Chair**

Time Spent = 3 hours

<p><b>MONDAY</b> Time spent = 45 minutes</p>	<p><b>TUESDAY</b> Time spent = 40 mins</p>	<p><b>WEDNESDAY</b> Time spent = 1 hour</p>	<p><b>THURSDAY</b> Time spent = 10 mins</p>	<p><b>FRIDAY</b> Time spent = 25 mins</p>
<p>The week starts with a conversation with the Executive Sponsor, Marcus Glasper, who is also the Director of the Washington State Lottery. <b>With his many years of leadership experience and close connections with key leaders in state government, you feel confident operating in a highly visible environment. You know you have his support and can rely on and learn from him.</b> You check in with him frequently to discuss your ideas, questions, and concerns, and to get his guidance in decision making.</p> <div data-bbox="239 776 489 1045" data-label="Image"> </div> <p>Meanwhile, you received a couple emails from your Executive Assistant who manages BUILD’s email inbox. They’ve sent you a request from a state agency to participate in a panel discussion for their diversity advisory group and another requesting input on an inclusive language guide. You reach out for more information, then connect with Marcus and your Co-Chair to collaborate on the best approach and the team’s availability.</p>	<p>You get a follow up voice message from a potential speaker you reach out to. They are interested and want to talk more about what type of content you are looking for. After you talk with them, you check in with Marcus about your plans.</p> <p>You agree to book the speaker, so you send a confirmation email and update the meeting agenda you are drafting. You also create a slide in your presentation for the speaker’s introduction.</p> <div data-bbox="695 1101 1331 1419" data-label="Image"> </div>	<p>You get an email from a subcommittee leader that they have left state government and are stepping down from BUILD. You thank them for their service, then reach out to the remaining lead to provide support. You talk with them about the status of their committee. They share they are a little worried because it seems challenging to get volunteers. You share ways to engage and encourage people. After talking for a while, they offer to reach out to someone on their team.</p> <p>You also receive an email from your Executive Assistant requesting you review a communication they are preparing to send to membership. You reply with a few edits and suggest an additional resource to add.</p>	<p>You get a suggestion from a subcommittee to share about an upcoming event that you are concerned about because it involves proposed legislation. You have learned that this a sensitive issue that you need to discuss with Marcus. The event is a couple weeks out, so you decide to address the request with him next time you talk.</p> <p>Later you decide to check in with your OFM partner to find out the status of BUILD’s request to use state funds to pay for the renewal of our website. They tell you the topic is on the agenda for the next BRG Leads meeting, but they believe it will get approved.</p>	<p>You decide to spend some time updating the annual report with the activities that have been completed in the last month, and call your Executive Assistant to plan the agenda for the Executive Committee Board meeting next week.</p> <p>You also check in with the History and Activities subcommittee lead to get an update on how plans for BUILD’s next event is coming.</p> <div data-bbox="1793 1068 1913 1403" data-label="Image"> </div>