

# BUILD Executive Leadership Chair Position Description

*Note: Incumbents must be public service employees with the state or at a state higher education institution.*

## 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 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 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 annual report, and manage election process
- Work closely with Executive Assistant on all matters

