



ELTB Chair-Elect

One (1) position available | Two-year succession commitment

The Chairs and Vice Chairs of Signature Initiatives shape ELTB's signature experiences. The Ambassadors strengthen the community surrounding those experiences. The ELTB Chair and Chair-Elect guide the overall strategy.

Purpose

The Chair-Elect supports the ELTB Chair while preparing to serve as the next chief volunteer leader of Emerging Leaders of Tampa Bay. In partnership with the Director of Leadership Programs and the Leadership Cabinet, the Chair-Elect helps steward Purpose in Action, the Roadmap to Leadership, the ELTB Forum, the ELTB Standard, and Emerge Up while protecting continuity across annual leadership transitions.

Term & Participation Commitment

Two-year commitment: one year as Chair-Elect followed by one year as Chair, subject to continued eligibility and annual confirmation.

Required participation includes Cabinet meetings, monthly ELTB Forums, annual planning and retreat activities, the Annual Meeting, and assigned signature experiences.

Planning and transition work begins immediately following selection.

Skills & Experience

- Must be an active ELTB member and employed by a Tampa Bay Chamber member company.
- Demonstrated leadership, sound judgment, diplomacy, and the ability to facilitate collaborative decisions.
- Strategic thinker who can translate a long-term vision into clear annual priorities and measurable outcomes.
- Strong communication, relationship-building, accountability, and follow-through skills.
- Ability to work constructively with Chamber staff, volunteer leaders, speakers, sponsors, and community partners.
- Commitment to developing other leaders, sharing credit, and advancing one unified ELTB community.

Responsibilities

- Report to and work closely with the ELTB Chair and the Director of Leadership Programs.
- Understand the Chair's responsibilities and serve in the Chair's place when requested or necessary.
- Co-develop annual priorities, the Roadmap to Leadership, and the ELTB Forum calendar with the Chair, Chamber staff, and Cabinet.
- Help the Cabinet operate as one integrated team by reinforcing shared ownership, clear assignments, deadlines, and accountability.
- Support and mentor the three Chairs of Signature Initiatives and the Ambassador Chair without absorbing their assigned responsibilities, while reinforcing each Signature Initiatives Chair's responsibility to develop a paired Vice Chair.
- Lead selected strategic or signature initiatives and represent ELTB with Chamber leadership and external partners when delegated.
- Review progress against core outcomes, including activation, attendance reliability, repeat participation, and leadership progression.
- Develop recommendations and priorities for the following year, assess succession readiness across the Cabinet with the ELTB Chair and Chamber staff, and lead an orderly transition into the ELTB Chair role.
- Champion Emerge Up by connecting Emerging Leaders to Leadership Tampa, Chamber committees, board service, mentorship, and continued regional leadership.
- Support, participate in, and promote ELTB Forums, signature experiences, Mentor-Protégé, and the broader Chamber leadership ecosystem.
- Uphold all ELTB and Tampa Bay Chamber policies, procedures, brand standards, and volunteer expectations.

Volunteer Leadership & Staff Partnership

- **Volunteer leaders shape the experience:** member outcomes, themes, speaker and partner recommendations, experience flow, relationship-building, and activation.
- **Chamber staff owns operational execution:** final calendar and content approval, budget, contracts, registration, communications approval, vendors, logistics, data systems, and risk management.
- **No permanent silos:** Chair/Vice Chair pairings support mentorship, accountability, and continuity; they do not create permanent subject-matter portfolios. Project teams may form around a Forum or signature initiative and conclude when the work is complete.



SIGNATURE PAGE

Applicant & Supervisor Acknowledgment

ELTB Chair-Elect

By signing, the applicant and supervisor acknowledge the role's expectations, required participation, planning responsibilities, and commitment to the Tampa Bay Chamber's policies and the ELTB Standard.

Applicant Signature

Date

Applicant Name

Supervisor Signature

Date

Supervisor Name / Title