



**Emerging
Leaders**

TAMPA BAY CHAMBER

ELTB Leadership Development Vice Chair

One (1) position available | One-year term

The Civic Impact, Leadership Development, and Community Impact Chairs and Vice Chairs shape ELTB's signature experiences. The Ambassadors strengthen the community surrounding those experiences. The ELTB Chair and Chair-Elect guide overall strategy.

Purpose

The Leadership Development Chair and Vice Chair steward ELTB's professional and personal leadership-development portfolio. They create practical opportunities for Emerging Leaders to strengthen capability, confidence, mentorship, executive access, and readiness for greater responsibility. The pair brings a development lens to the shared Roadmap and Forum strategy while collaborating across Civic Impact and Community Impact so ELTB remains one unified leadership community. The Vice Chair co-leads defined workstreams and develops readiness for future portfolio leadership.

How the Chair and Vice Chair Differ

Chair: the portfolio's primary accountable volunteer leader. The Chair sets direction, leads planning, delegates and reviews work, communicates recommendations and risks, monitors results, and develops the Vice Chair.

Vice Chair: the portfolio's hands-on co-leader and developing successor. The Vice Chair owns assigned workstreams and detailed follow-through, contributes independent ideas, leads when assigned or in the Chair's absence, and builds readiness for future Chair service.

Term & Participation Commitment

One-year term: January-December 2027, with required onboarding, annual planning, and transition work beginning after selection in 2026.

The Leadership Development Chair/Vice Chair pair holds year-long stewardship of its portfolio, serves as lead or co-lead for assigned Forums and signature initiatives, and contributes to the full Roadmap and Forum calendar.

Required participation includes Cabinet meetings, monthly ELTB Forums, cross-portfolio planning sessions, the annual retreat, the Annual Meeting, assigned signature experiences, and formal readiness and transition conversations.

Skills & Experience

- Must be an active ELTB member and employed by a Tampa Bay Chamber member company.
- Experience with leadership development, talent development, mentoring, facilitation, professional education, or executive engagement; an ability to translate member needs into practical learning outcomes is strongly valued; prior formal leadership service is helpful but not required.
- Ability to identify a clear member need, define an outcome, and shape a high-value experience around it.
- Collaborative leadership style with the ability to share ownership, integrate feedback, and work across portfolios.
- Strong organization, communication, problem-solving, follow-through, and time-management skills.
- Commitment to quality over quantity, openness to coaching and feedback, and a desire to prepare for greater ELTB leadership responsibility.

Responsibilities

- Partner directly with and be accountable to the paired Leadership Development Chair as the portfolio's hands-on co-leader and developing successor; understand the full Chair responsibilities and be prepared to perform them in the Chair's absence.
- Work with the paired Leadership Development Chair, the other portfolio pairs, the ELTB Chair and Chair-Elect, the Ambassador Chair, and the Director of Leadership Programs to integrate portfolio priorities into the annual Roadmap and Forum calendar.
- Take direct ownership of assigned workstreams and deliverables; build practical work plans, manage deadlines, surface risks early, recommend solutions, and complete agreed follow-through.
- Prepare the materials that move portfolio planning forward, including draft working agendas and concept briefs, speaker or partner research, supporting information, action-item tracking, and timely follow-up.
- Contribute independent ideas to the portfolio's work across Aspire and Empower content; Mentor-Protégé development and relationship-building; executive access; practical professional skills; and Emerge Up readiness for Cabinet, Leadership Tampa, Chamber committees, and other leadership pathways, while helping the Chair translate those ideas into the shared Roadmap and Forum calendar.
- Help ensure assigned experiences meet the ELTB Standard by combining relevant learning, distinctive access, civic/business/community context, authentic relationship-building, and a clear next action.

- Present concepts and recommendations with the Chair, incorporate cross-portfolio and staff feedback, and maintain shared accountability for the complete Emerging Leader experience.
- Partner with Ambassadors on welcome and belonging, member activation, promotion, partnerships, recognition, and post-experience feedback.
- Co-lead and, when assigned, serve as the day-to-day volunteer lead for approved portfolio signature work, which may include Mentor-Protégé, Aspire or Empower content, Emerge Up, an executive-access experience, or another approved leadership-development priority.
- Coordinate assigned time-bound project-team work, document decisions and action items, follow up with volunteer owners, and report progress or barriers to the Chair.
- Support portfolio post-Forum debriefs, document lessons learned, and use attendance, feedback, engagement, and portfolio-specific insights to recommend improvements.
- Serve as a Collegiate Leadership Tampa Bay (CLTB) mentor during the leadership term and fulfill the mentor expectations established by Chamber staff.
- Participate in midyear and end-of-year readiness conversations. A Vice Chair may advance to Leadership Development Chair based on performance, readiness, availability, continued eligibility, and organizational need; advancement is not automatic.
- Do not create a separate public committee, recurring member meeting, or competing calendar outside the approved Roadmap and monthly Forum model.
- Support, participate in, and promote all ELTB Forums, signature experiences, 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.
- **Defined portfolios, one Cabinet:** Civic Impact, Leadership Development, and Community Impact create clear ownership and succession; they do not operate as separate member committees or competing calendars. All portfolio officers contribute to one Roadmap and one Forum strategy.

Applicant & Supervisor Acknowledgment

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