

**ILA Leadership Education Member Interest Group
Executive Council Structure**

This new structure for the Leadership Education Member Interest Group (LEMIG) creates an Executive Council and associated committees to advance the scope and support the membership of LEMIG, including:

- enhance member involvement for those who attend conferences and those who do not
- encourage and support conference attendance
- promote innovative leadership educators
- promote innovative leadership scholars, particularly in the area of leadership education
- promote broader member engagement in ILA
- provide teaching, research, learning and development resources
- provide opportunities for members to get to know each other and work with each other
- create pipelines for member involvement and leadership positions
- be recognized as an active, energetic, valuable member community in ILA

New LEMIG Executive Council Structure

Council Roles	Term	Commitments
Chairs	3 years total - 1 year in each role below	<ul style="list-style-type: none"> • Commit to 3 years in the Executive Council • Facilitate quarterly LEMIG calls • Attend ILA conferences at own expense during their tenure • Support Executive Council Members
	<ul style="list-style-type: none"> • Chair-elect <ul style="list-style-type: none"> ○ Learns the role of Chair ○ Supports the Chair ○ Serves as primary lead for Student Case Competition ○ Serves as primary lead for conference reception and annual meeting planning ○ Participates in sessions' selection process for conference ○ Participates in quarterly phone meetings of the ILA Member Communities Leadership Team (MCLT) ○ Generates ideas for membership engagement • Chair <ul style="list-style-type: none"> ○ Coordinates regular communication with the MIG Members ○ Works with ILA staff ○ Participates in sessions' selection process for conference 	

	<ul style="list-style-type: none"> ○ Participates in quarterly phone meetings of the ILA Member Communities Leadership Team (MCLT) ○ Conducts the MIG Conference annual meeting ○ Manages the MIG conference CFP, presentation evaluations, and selection process for the LEMIG portion of the conference program ○ Meets all ILA deadlines ○ Generates ideas for membership engagement <ul style="list-style-type: none"> • Immediate Past-chair <ul style="list-style-type: none"> ○ Supports and advises the Chair during transition ○ Participates in the conference presentation selection process ○ May take on special MIG projects ○ Generates ideas for membership engagement 	
<p style="text-align: center;">Council Committees</p>	<p style="text-align: center;">2 year staggered terms</p>	<ul style="list-style-type: none"> • Participate in quarterly LEMIG calls • Attend ILA conferences during years of service at own expense • Recruit, select, and manage volunteers • Support other Executive Council members and teams
<p>Communication</p>	<ul style="list-style-type: none"> • Produce materials for <i>Flash</i> and <i>Member Connector</i> • Manage LEMIG website in coordination with ILA staff • Create, support and solicit guest writing for a LEMIG blog and/or newsletter • Draft a LEMIG annual report • Report at conference annual meeting • Collect meeting minutes from committees for Chair • Solicit information, news, updates from members for members • Write feature stories about members • Support ILA’s LinkedIn group and other social media • Create a history of the LEMIG • Recruit members as featured speakers for the ILA webinar series • Generate ideas for membership engagement 	
<p>Membership & Conference</p>	<ul style="list-style-type: none"> • Support efforts to recruit, maintain, and support members • Keep records of members and membership • Report at conference annual meeting • Assist Chair and Chair-elect with conference coordination including: <ul style="list-style-type: none"> ○ Communication with members about the conference (confer with Communication) ○ Membership ○ Welcome table ○ Annual meeting planning ○ Conference reception ○ Pre-conference sessions solicitation (confer with Research & Practice) 	

	<ul style="list-style-type: none"> ○ Session evaluation and selection • Serve as primary support to Chair-elect in managing the annual Student Case Competition • Generate ideas for membership engagement
Research & Practice	<ul style="list-style-type: none"> • Maintain a collection of resources for research and writing (confer with Resources) • Highlight members doing innovative work (confer with Communication) • Highlight publications and other activities of members (confer with Communication) • Report at conference annual meeting • Create and maintain a database of members interested in connecting with others for pedagogical ideas, sharing teaching and assessment practices, finding study participants, testing measures or activities, engaging in research activities, co-writing, co-presenting at ILA, etc. (confer with Conference, Communication) • Support Student Case Competition case generation (confer with Conference) • Generate ideas for membership engagement
Resources	<ul style="list-style-type: none"> • Support ILA with the LEMIG Program Directory • Work with ILA for an intern for LEMIG resources activities • Generate resource collections for LEMIG members (books, articles, curricula database) (confer with Research & Practice) • Report at conference annual meeting • Support activities for generating the Student Case Competition case (confer with Conference) • Create surveys or assessments of conference presentations, council and member activities where valuable (confer with Research & Practice, Conference) • Support the Leadership Education Academy (LEA) • Generate ideas for membership engagement
Nominations & Awards	<ul style="list-style-type: none"> • Solicit nominations for Chair elections (confer with Communication) • Solicit volunteers for council positions (confer with Communication) • Nominate council members to Chair and Chair-Elect • Report at conference annual meeting • Create a Leadership Education Scholarship award • Create a Leadership Education Practice award • Generate ideas for membership engagement