

# **Family of Women**

## **Chief Operations Officer**

### **Job Description:**

The Chief Operations Officer (COO) brings together the operational aspects of the Family of Women, ensuring collaborative working relationships and successfully bringing the Family of Women and its Mission into the world. The COO is accountable to the Board. She oversees the Teams/Team Leads and Chapters who are accountable to her.

### **Job requirements:**

- Active Member in program during term.
- Participated in program for the past 18 months.
- Successfully completed a minimum of two other FOW leadership positions at the following levels or higher: Chapter Leader, Team Lead, Board Member.
- May not hold any other full time leadership position during term.
- Regular access to a computer and internet.
- WDW required.
- Leadership Training required.

### **The Chief Operating Officer will:**

- Be responsible for delivering the Operational Objectives to the different areas of the organization and ensure that they are fulfilled.
- Work directly with the Board via email, conference calls, providing regular updates, ensuring clear communication and up-to-date information is available from Board to Operations and from Operations to the Board.
- Work directly with the Chapter Leaders and Team Leads via email and conference calls, establishing open pathways for two-way communication, ensuring up-to-date information is delivered.
- Ensure accessibility of the proper processes/procedures (where to find them, etc) and facilitate modification or creation of new processes/procedures when needed.
- Work with and support these leaders in their efforts to bring the Family of Women and its mission into the world through methods including:
  - Training
  - Coaching

- Thought Partner\*
  - Consistent Calls
  - Conferences
- Advance the Family of Women's Mission in the world through the efforts of the Chapters and Teams.
  - This will be a 1-year position, with a review at 6 months.

\* **Thought partner** is someone who: Challenges your thinking. Causes you to modify or change your paradigms, assumptions or actions. Has information or a way of thinking that provokes you to innovate or otherwise leads to value creation in your business, career or life.