



## **Video title: IFT Section Leader Onboarding Webinar: Roles and Responsibilities**

**Length: 44 minutes**

**Overview:** The webinar offers practical insights into the roles and responsibilities of Section leaders and helps ensure a smooth leadership transition

### **Featured Section leaders:**

- Suzanne C. Mutz-Darwell, MS, New York Section, Chair
- Christina Johnson, Oregon Section, President
- Louis Leboa, Cascadia Section, President
- Trey Sanders, Cascadia Section, Past President

### **Questions asked:**

#### Overview of Key Section Leadership Roles

- What are the main duties of the President in your section, specifically things that are not in the written job description?
- What things does the Treasurer need to take into consideration in order to keep the Section's finances stable?

#### Understanding Leadership Responsibilities within Their Section and IFT

- How can section leaders make sure their activities support the needs and desires of their members?
- How do leaders build new programming and initiatives from ideas/suggestion into reality?

#### Effective Section Management

- What are some good practices for section leaders to get into the habit of? Are there specific tools or resources that you rely on why leading a Section?
- Does the Section have a set of resources that they use to guide their work or is the work more fluid?

#### Collaboration and Delegation Among Leadership Teams

- What strategies can help you collaborate well with your Section's volunteer leadership team?

#### Time Management and Prioritization for Busy Leaders

- What tips do you have for managing your time well in your leadership role?
- Are there effective approaches to delegating tasks and responsibilities?

### **Key Takeaways:**

- It is crucial to provide clarity, structure, and support to help ensure new leaders have success
- Define leadership roles and set expectations to ensure alignment and accountability in your Section.
- Secure finances by mastering budgeting, fundraising, and resource management for long-term sustainability.
- Engage members by gathering feedback through surveys and regular communication to align programming with their interests and needs.
- Implement teamwork and delegation strategies to convert ideas into meaningful actions.
- Use effective time management strategies to manage tasks, meet deadlines, and keep pace year-round.
- Encourage delegation by promoting the distribution of responsibilities among Section leaders to enhance engagement and foster a sense of ownership.
- Provide training, webinars, workshops, and mentorship to help new leaders develop necessary skills and knowledge.
- Giving new leaders a well-rounded introduction to the role can help them gain confidence in their roles and contribute to your Section's continued success.