

## **Director, Leader Accreditation Department (DLAD)**

The DLAD coordinates the work of the LAD Council, which is the administrative body for the Leader Accreditation Department, a worldwide network of LAD representatives who provide support to one another, Leader Applicants, and to Leaders working with Applicants. The LAD Council is made up of the Direct Connect Entity (DCE), LAD administrators from around the world and other DLAD appointed staff.

### **Appointment**

LAD Council conducts a search and recommends a candidate for the DLAD role to the ED, who makes the final appointment.

### **Responsibilities of DLAD**

- Serve as liaison between the LLLI Board/ED and LAD Council. Report to ED and LLLI Board
  - Collect and respond to semi-annual reports (SARs) from all LAD Council Members. Compile and publish statistics regarding Leader accreditation.
  - Participate in policy, concept, and/or mission revisions that directly impact the Leader Accreditation Department.
  - Attend any meetings between the LAD Council and LLLI Board.
- Coordinate LAD Council, which facilitates the development, implementation, and ongoing evaluation of LAD programs, projects, and resources.
  - Organize agenda for and facilitate LAD Council meetings (e.g., online meeting or annual in-person meeting).
  - Maintain direct communication with LAD Council members.
  - Collaborate on Administrator of Leader Accreditation (ALA) searches and appointments and provide orientation for the newly appointed ALA.
  - Keep all LAD Council Members updated about new information and current resources.
  - Provide/facilitate orientation and ongoing communication of necessary information through memos, LAD publications, and individual communication
- Support members of LAD Council
  - Offer consultations and referrals about specific pending or existing applications, questions and discontinuations.
  - Assist and consult in appointments of LAD representatives, as requested
  - Participate in the Leader Accreditation Appeal Process
- Work cooperatively with the editors of LLLI publications to inform Leaders about current accreditation issues.

### **Qualities of a DLAD**

- Cultural sensitivity and awareness.
- Effective problem-solving skills
- Commitment to prompt responses.
- Ability to communicate well in English, both written and verbal, and willingness to perform much of the work via online technologies.
- Broad LAD experience. Experience in other LLL roles would also be an asset.

### **Term of office**

Appointment is for three years with the opportunity of two, one-year extensions.