



VA COUNCIL OF CEOS  
*follow the leaders*

## **The Roundtable Leader**

The Roundtable Leader is a member first, and leader second. All members of a roundtable are equally responsible for the success of the group, and should contribute equally. Roundtable Leaders are elected by their peers for one calendar year. Leaders may serve multiple terms, if willing and if unanimously agreed, but experience suggests that roundtables that change leaders often are more vital.

### **Roundtable Leader Responsibilities**

- Providing a written agenda, either before the meeting or at the start of the meeting.
- Assuring that each of the other roles has been assigned to a member. Delegating effectively is critical.
- Leading the group through the process of determining future presenters, coaches and meetings.
- Encouraging full participation in the annual Roundtable Survey, and leading a discussion of the results that results in action toward improvement.
- Ensuring that the roundtable holds a minimum of 10 meetings a year and holds a retreat at least once a year (counts as one of the 10 meetings).
- Attending Roundtable Leader Training (annual) and Roundtable Leader Forum meetings (two to three a year).
- Sharing Virginia Council of CEOs news and initiatives with the roundtable.
- Reporting attendance to the Council office monthly.

### **Roles for Delegation**

- Presenter
- Coach
- Process Observer (Gestalt)
- Timekeeper
- Note Taker / Secretary
- Other roles as needed