

## **Assistant Lay Director (Emmaus and Chrysalis)**

The Assistant Lay Directors acts in a support role to the CLD relative to the program for which they are appointed to the Board, ie either Emmaus ALD, Chrysalis ALD or Face to Face ALD. The role of the ALD is to oversee the activities of the Walks, Flights or Encounters and to ensure that these are conducted according to the Upper Room Handbook.

Responsibilities include, but are not limited to the following:

- Participate in the activities of the Community Board of Directors as an office bearer.
- Write the EMSA exam prior to taking up the position of ALD. Should the member fail the exam then it must be re-written no later than the February of the first year that the member is the ALD.
- Assist the Board members with sub-committees to provide a pipeline of members earmarked for leadership positions.
- Foster a close and collaborative working relationship with the CLD to provide support where possible.
- Be familiar with the program and have a full set of skills as prescribed in “Who should have which manual”.
- Assist the CLD in formulating the calendar for the next year – final submission end of September.
- Assist the LD with team selection and provide input on candidates where required.
- Ensure that progressive servanthood is followed in the selection of team members, particularly the LD.
- Attend orientation and team formation and support the Trainer where needed including presenting portfolio training.
- Liaise closely with the Registrar to ensure that the minimum registrations are in place at least a month ahead of the Walk, Flight or Encounter and alert the CLD if this is not reached.
- Ensure that the prayer vigil is filled and sufficient agape has been delivered for the event.
- Work closely with the supplies coordinator and determine what items are required for donation. Provide this information to the CLD who should appeal to the community for support.
- Attend all Walk, Flight or Encounter events but be aware that you are not a team member and should not interfere in the proceedings over the weekend or the Encounter days.
- Prepare a report for the CLD after all Walks, Flights or Encounters.
- Participate in the post walk review meeting and ensure that areas identified for improvement or correction are actioned to avoid a repeat of areas that are not compliant.
- Encourage volunteers to join a subcommittee.
- Attend all program Fourth Day events.
- Identify suitable candidate(s) for the ALD portfolio, ensuring that they have previously served as a Walk LD. Table these nominations to the Board and if accepted add them to the AGM ballot. It must be impressed upon the member that he/she must write the EMSA exam for the appropriate program before taking up the portfolio.

Additional requirements for the position:

- PC with internet access as well as printing and scanning facilities
- A good working knowledge of communicating via E-mail and Microsoft Word
- Skills/Experience
  - o Must have passed the EMSA Board examination
  - o Good interpersonal skills
  - o Managerial expertise
  - o Thorough understanding of the applicable Emmaus program
  - o Attitude of servanthood
  - o Passion for seniors (Face to Face ALD) or for the youth (Chrysalis ALD)
  - o Strong organizational skills