

Platinum Chapter Chair Job Description

For those with revenues of \$10 million USD and above, Platinum Chapters bring together WPO peers from across the globe to drive business breakthroughs. Important to these women are the alliances created among the participants in the group. It is a forum for CEOs who would like to develop relationships with peers who can serve as sounding boards, sources of ideas and strategies for growing their business. The group also expects members to take an active role in discussing other members' businesses, and to share their own expertise and experience. Each chapter is facilitated by a strong Chapter Chair whose role is to bring the genius out of the group

Platinum groups meet three times during the year, and each meeting is held in a different location. The typical meeting format begins with a group dinner, followed by a full-day session with a theme or topic chosen by the members and closes with a half-day session the following day. There might be a visiting expert in a particular field, and there is always intensive and powerful interaction within this exceptional group of peers. Relationships are strengthened and powerful new bonds are created while learning new operational and strategic approaches. Before joining a Platinum Chapter, WPO makes sure that there are no competitive businesses in the same chapter.

DESIRED COMPETENCIES

- Facilitation and Leadership Skills
- Emotional Intelligence and Relationship Building
- Business Acumen and Strategic Thinking
- Adaptability and Problem-Solving
- Communication and Listening Skills
- Curiosity and Continuous Learning
- Community and Trust Building

JOB RESPONSIBILITIES

Plan, Manage and Facilitate Platinum Meetings

- Plan, organize, and lead three annual in-person chapter meetings at agreed upon locations. Ensure the meetings are meaningful, professionally facilitated, and aligned with the needs of members.
- Foster in-depth discussions around key business challenges and opportunities, ensuring active participation from all members.

Promote Group Cohesion and Member Engagement

- Cultivate a sense of trust, confidentiality, and collaboration within the chapter.
- Build strong relationships with each member, ensuring they feel valued and supported both individually and collectively.
- Foster mutual accountability and ensure members actively contribute to each other's success by sharing expertise and offering strategic insights.

Deliver Relevant Programming

- Work with the members to select relevant and impactful themes or topics for each meeting.
- Identify and coordinate with experts and speakers who can add significant value.
- Continuously adapt programming to meet the evolving needs of high-level CEOs in the Platinum Chapter.

Represent the WPO Platinum Model /Brand

- Ensure the chapter adheres to WPO's guidelines for membership, including ensuring there are no competitive conflicts between businesses.
- Manage member retention by fostering a positive and growth-oriented environment that encourages long-term participation.
- Actively represent the Platinum program and WPO in the broader business community.
- Assist in recruiting potential new members and promoting the value of Platinum to prospective candidates who meet the revenue criteria.

Contribute Strategic Growth and Leadership Practices

- Serve as a sounding board and strategic guide to members, drawing out insights, encouraging reflection, and offering critical feedback when necessary.
- Promote innovative strategies for business growth and facilitate discussions that challenge members to think creatively and expansively about their business operations.

Foster Continuous Learning and Development

- Encourage the ongoing professional and personal development of members through peer-learning opportunities, and expert insights.
- Promote the use of best practices in business management, strategy, leadership, and innovation within the group.

ADDITIONAL DETAILS

Qualifications & Experience

- **Experience:** Minimum of 10 years in leadership roles, with proven experience in facilitation, coaching, or mentoring of executive-level professionals. Experience working with diverse industries and privately held enterprises at the \$10M + revenue level is preferred.

Commitment & Availability

- **Time Commitment:** Estimated time commitment of 10-15 hours per month, including meeting preparation, facilitation, and coordination with members.
- **Travel Requirements:** Ability to travel to different locations for three annual in-person meetings, as well as occasional attendance at regional WPO events or conferences.

Diversity & Inclusion

- **Inclusivity Promotion:** Actively promote a culture of diversity and inclusion, ensuring an environment where a variety of perspectives are encouraged and respected. Foster open dialogue and collaborative problem-solving within the group.

Administrative & Operational Responsibilities

- **Logistics Coordination:** Oversee some logistical details for each meeting, including coordination with speakers, and managing any on-site requirements.
- **Reporting:** Provide regular updates to WPO leadership on chapter activities, attendance, member engagement, and feedback. Ensure all administrative tasks related to chapter operations are completed in a timely and accurate manner.