Purpose

So you are interested in being a pillar lead, but before you commit, you would like to understand what is involved and if you have the bandwidth to volunteer your time and energy. If so, continue reading.

The purpose of this document is to give you an idea of what is required to be a pillar lead for San Diego Tech Hub (SDTH).

Qualities of a Pillar Lead

A pillar lead stands out from a typical volunteer in that they are looking to lead others and drive change within the San Diego tech ecosystem demonstrating the following qualities:
- Ability to craft a broad vision that will inspire others
- Comfortable communicating in a public forum
- Is able to organize and run group discussions and drive towards an actionable plan
- Has excellent time management and planning skills
- Is open and transparency about addressing challenges with others in a respectful way
- If you need help, ask for it in a timely matter

Key Responsibilities

As a pillar lead you will represent SDTH and our community. This role puts you in a position of influence to drive the direction of your pillar's scope and rally the conduit volunteers towards an actionable plan. As a representative of SDTH, it is important that you act courteously and professionally at all times and be willing to do the following:

- Take ownership of your pillar. At a minimum, this means that we expect you to
  - Be available to attend pillar lead meetings and calls
  - Problem solve, plan, and execute on the initiatives for your pillar
  - Make sure there are volunteers as needed
  - Make sure the initiatives and the tasks that are required are clear and descriptive
  - Lead the discussions and respond promptly to communication from the community
  - Be proactive in offering assistance
  - Collaborate with your pillar partner
- Be supportive and respectful of your fellow pillar leads, volunteers, and community members.
- We have a constant flow of new attendees. Welcoming new faces, and answering questions is a great way to engage and keep people coming back.

Time Commitment

The pillar lead has some additional duties to help drive and support the overall SDTH community ecosystem. These include:

- Attend 2 pillar lead meetings twice a month. *(4 hours a month)*
    - 1 remote meeting for an hour to sync up on next steps and action items
    - 1 in person meeting to align on objectives, challenges, and direction of the organization
- Be active on slack and maintain communication with fellow organizers *(daily review)*
- Be present at our monthly SDTH meetings *(2.5 hours a month)*
- Amplify the messages we are sending out via social networks *(support marketing team)*
- Monitor the pillar leads slack channel and response to action items / tasks *(daily review)*
- Be a representative at community events *(will be planned and discussed as needed)*

Note: Each pillar will have two leads. This will help ensure we have a backups for events, etc…

Candidacy Phase

If the pillar lead role seems like it is interesting to you, please reach out to Claude Jones (claude@sandiegotechhub.com) to share your interest and passion for the pillar of choice.

The candidacy phase is a 90 day commitment and is a trial period to ensure you are able to maintain a work life / balance between existing personal, family, and professional commitments. If at any point in time, this role becomes overwhelming, please ask for help or let Claude Jones know you would like to help the SDTH in another capacity.

Thank you

SDTH is only as strong as its volunteers and your consideration to help drive change is appreciated.