

AUCD COUNCIL TRAINEE PROGRAM OVERVIEW

Community Education and Dissemination Council (CEDC)

Council for Leadership and Advisory (COLA)

Council on Research and Evaluation (CORE)

Multicultural Council (MCC)

National Training Directors' Council (NTDC)

Emerging Leaders Community

Fall 2019

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Council Trainee Representative Overview

Background

Trainees are enthusiastic and eager for more variability and opportunities to demonstrate leadership within the AUCD network. In an ongoing request, trainees expressed an interest in opportunities for greater involvement with AUCD Councils. Specifically, trainees want involvement during their traineeship, rather than afterwards. They view the Councils as a professional means of being engaged with the network and a venue for actively pursuing their areas of interest. In addition to trainees' requests, Council Chairs and leadership have expressed repeated interest in increasing trainee engagement, so the following plan was designed to address the expressed needs and desires of trainees and Council leadership.

Year 1 pilot of Council Trainee Representative Overview:

- 1 Council Trainee Representative selected per Council (total of 5 Trainee Council Liaisons)
- AUCD will pay for \$500 scholarship each Council Trainee Representative
- Each Council Trainee Representative will be paired with a Council Mentor
- Board Emerging Leaders Representative will facilitate an initial call or webinar in January 2020 with all Council Trainee Mentors and Council Trainee Representatives to introduce everyone, and ensure there are clear expectations and outcomes of the initiative.
- Board Emerging Leaders Representative will work with Emerging Leaders Interns and provide an opportunity for recognition at the AUCD 2020 Conference's Trainee Networking Session
- Length: January 2020 to November 2020, ending at the AUCD 2020 Conference

Council Trainee Representative Responsibilities:

- In the first quarter of the position, the Council Trainee Representative will develop a synopsis of the Council in multiple formats that can be shared in a conference session, on the Emerging Leaders website and social media platforms (possibly an adaption of the Council one-page resources)
- Meet virtually with other Council Trainee Representatives to share information and strategies twice during the term (this will be coordinated by the Board Emerging Leader Representative)
- Present about Council priorities and activities during one Council Trainee Representatives group call
- Work with the Council Mentor to develop appropriate and relevant trainee leadership opportunities that will have long-term benefits for both participating trainees and the Council (e.g., facilitating communications among Council members, identifying emerging needs that the Council might address, supporting Council-sponsored webinars)
- Promote Council Trainee leadership opportunity to next year's cohort of trainees by contributing to via webinars and the Emerging Leaders Community communications
- Attend all the Council calls and in-person meeting at the 2020 AUCD Conference (if appropriate and able)
- **Time commitment: 4-5 hours a month**

Benefits of Council Trainee Representative position:

- Improve understanding of the AUCD network and its various structures
- Learn how Councils communicate with the network, the national office, and the Board
- Learn about the various roles on each Council
- Learn how the Councils actively engage in activities in service of AUCD's mission
- Manage a sustainable trainee leadership project from beginning to end
- Build relationships and network with others, including Council members, and Trainee Council Representatives
- Work collaboratively with diverse stakeholders
- Recognition at national trainee events

Application Process

The application will open in November 2019 and close in December 2019. Stay tuned for details. More information on the Council Trainee Representative can be found on the [informational webinar page](#).

Council Trainee Mentor Overview

Who could the Council Trainee Mentor be?

- Past co-Chair (e.g., COLA Trainee Representative)
- Vice-Chair (e.g., NTDC Trainee Representative)

Council Trainee Mentor Responsibilities:

- Communicate with the Council Trainee Representative elected to the Council executive committee within 3 weeks following the 2019 AUCD Conference.
- Establish clear, shared expectations, and communication protocols for a regular meeting schedule.
- Share experiences, expertise, and advice on research, education, and other professional concerns related to Council work with Council Trainee Representative
- In the first quarter of the position, provide a formal orientation to the Council Trainee Representative with Council culture and expectations of serving on the executive leadership team
- Support the Council Trainee Representative to identify an area to further support the Council's work (e.g., Serve on Sub-Committee; Support Social Media; etc.)
- Support the Council Trainee Representative to prepare and present the culmination of the work completed while serving on the executive committee to the Council Members during the Annual Meeting.
- Schedule a quarterly call with the Council Trainee Representative to discuss one or more of the following:
 - Help the Council Trainee Representative acclimate to formal and informal norms of the Council and association
 - Encourage and foster an atmosphere of collaboration and community within and between the Councils
 - Guide the Council Trainee Representative in progression toward completion of the goal, project, workgroup, etc. they selected for the presentation at the annual conference for the Council.
- Follow up on the Council Trainee Representative's progress
- Listen to Council Trainee Representative's concerns and questions

Anticipated Outcomes:

- Council Trainee Mentor will guide the Council Trainee Representative to support and further the Council work
- Council Trainee Mentor will have contributed to the development of the Council Trainee Representative within the network
- Councils benefit from additional work and time dedicated to annual initiatives
- Councils will have increased exposure to new ideas, research techniques and topics, and different leadership styles and strategies
- Councils will have increased visibility in the network, specifically throughout the Emerging Leaders Community

Council Trainee Selection Process

- Same application process across all Councils
- Trainees apply for this leadership opportunity with approval from Center/Program Director by providing the following information:
 - Note: If selected, you will be required to attend the 2020 AUCD Conference. Please check this box that you acknowledge this requirement.
 - First/last name
 - Email
 - Type of trainee (e.g., UCEDD, LEND, IDDRRC)
 - Status of trainee program (current, past)
 - AUCD Council applying to (CEDC, COLA, CORE, MCC, NTDC) – select one
 - Brief biography (3-4 sentences)
 - Brief description of why they would like this position within the selected Council (4-5 sentences)
 - Please describe (1) your understanding of the Council Trainee Representative position, (2) your understanding of the Council's purpose, (3) your motivation to be in this position, and (4) your relevant background skills (such as description of lived experience if applying to be COLA Trainee Representative).
 - Brief description (3-4 sentences) of the supports they need to be successful in this position
 - CV or resume (attachment)
 - Letter of approval from Center/Program Director or Training Director to fulfill this role – financial commitment beyond registration for 2020 AUCD conference provided by AUCD (attachment)

Council Trainee Representative Selection Rubric

Applicant Name: _____
 Status of Trainee: _____ (e.g., current, past)
 Council: _____

Rating Scale:

- 1= Not addressed in application
- 2= Little or weak evidence in application
- 3= Satisfactory evidence in application
- 4= Above average evidence in application
- 5= Outstanding evidence in application

Variables	Rating	Comments
Quality of Application materials (biography, vita/resume)		
Letter of approval from Center/Program/Trainer Director (includes financial support from Center and understanding of time commitment)		
Ability to attend the 2020 AUCD Conference		
Understanding of the Council Trainee Representative Position (includes time commitment, mentorship, and deliveries at the end of term)		
Evidence in understanding of Council's purpose, structure, and goals		
Motivation/Initiative (Why does this person want to be a Council Trainee Representative?)		
Relevant Background/Skill Set		
OVERALL RATING (MAX. SCORE = 35)		

Council Trainee Representative Selection Rubric (Interview)

Applicant Name:	Status of Trainee:
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Please use this form as a guide to evaluate the applicant’s qualifications for the Council Trainee Representative. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:	5. Outstanding 4. Excellent-exceeds requirements 3. Competent—acceptable proficiency	2. Below Average—Does not meet requirements 1. Unable to determine or not applicable to this candidate
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	Rating				
	5	4	3	2	1
Interview Skills: Overall assessment of candidate’s interview					
Candidate’s Understanding of the Position: Assess candidate’s knowledge of the Council Trainee Representative position and its requirements.					
Relevant Background/Special Skill Set: Explore the candidate’s knowledge and past working experiences related to Council purpose, goals, and work.					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate’s level of professionalism.					
Motivation/Initiative: Analyze applicant’s ability to think and act independently, and goal orientation. Why does this person want to be the Council Trainee Representative?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.					
Flexibility: Assess candidate’s responsiveness to change, tolerance for ambiguity.					
Overall Evaluation (Max. score = 30): Please add appropriate comments below:					
Comments (Please summarize your perceptions of the candidate’s strengths and any concerns that should be considered): 					