



# Volunteer Leadership Policy

## Introduction

The purpose of this policy is to provide guidance around volunteer leadership roles within the PASS community. PASS recognizes the time and commitment it takes to develop and grow leaders. It is not the intention of this policy to remove current leaders, but rather to encourage and cultivate the process of developing new leaders within the PASS community. Providing support to get the maximum value from those leaders is an important part of that development and growth. Recognizing change and transition is imperative to leadership development, this policy is meant to evolve leadership development, identify and coach conflict, and to support transition timing. PASS aspires to support, coach and grow volunteer leaders within the community.

The policy outlines the perimeters that are in place to support PASS volunteers who are currently in a volunteer leadership role, including: PASS Board Executive, PASS Board Directors, PASS Board Advisors, Regional Mentors, Group Leaders, Virtual Group Leaders, and Program Managers.

PASS is a volunteer based organization with community as its foundation. PASS considers leadership a means to encourage the development of community which supports its ongoing goal of educating data professionals who use the Microsoft data platform. Volunteers in leadership roles are welcome to serve in other volunteer capacities, however are recommended to limit themselves to holding one volunteer leadership role at a time.

PASS recognizes that each leadership role has a unique responsibility and time commitment, as such, this policy is meant to be a flexible guideline to support leadership development and success. The PASS Board is committed to support volunteers in any capacity, if you are seeking advice on leadership guidance, and support, you can find the appropriate Board member to reach out to [here](#).

## PASS Board Executive

The Executive leads the PASS Board to identify opportunities for ongoing education to data professionals who use the Microsoft data platform globally. In order to serve on the Executive committee, you must be a sitting PASS Board member who is elected to an executive seat by the PASS Board. Due to the extensive time required to execute this commitment, PASS Executives are expected to maintain a single leadership role for the duration of their term.

## PASS Board Directors

The primary focus and commitment of a PASS Board member is to guide the PASS organization and engage data professionals throughout the world who use the Microsoft data platform. Due to the extensive time required to execute this commitment, PASS directors are expected to maintain a single leadership role for the duration of their term. If an elected director holds other leadership roles such as Regional Mentor, Group Leader or Virtual Group Leader within PASS, they are expected to step down from that role in order to serve on the Board. Any newly elected

directors are expected to transition out of volunteer leadership roles by March 31 of the year their two-year term as a PASS director commences.

## Board Advisors

Board Advisors are designated to provide strategic guidance and insight into a specific area of concern to the Board. Typically, this is a one-year term with a focus of building awareness and growth in specific areas. Multiple leadership conditions may be needed to best serve the community successfully in this role. The Board Advisor role provides a good indication of the level of commitment that is required as a PASS Board Director. Running for a PASS Board seat would be a natural progression for a Board Advisor.

## Regional Mentors

The Regional Mentor role is to provide support to Group Leaders, SQLSaturday events, and promote growth by encouraging community members to join PASS. This role can also assist in providing regional guidance to the Board where larger geographies can dictate more support and guidance. This one-year commitment involves regular contact with PASS as well as the local community; in order to succeed and provide the support needed to the Groups, it is preferred that this be taken on as a single leadership role.

## Group Leaders

A Group Leader is responsible for supporting the local data professional community and when possible, the SQLSaturday events within that community. Leading a Group is a significant commitment and the recommendation for Leaders is to maintain the Group Leader role as a single volunteer leadership role for the duration of that commitment. This recommendation is in place to support the success of the Group and to allow the leader to focus on providing the best level of leadership to the role. If multiple roles are held, it is preferred that the Group Leader recruit additional volunteers to fill a support role. This is to encourage the development of new leaders with the intention that they may take on Primary Leadership in time. PASS recognizes that with Co-Leaders to share the obligations of leading a Group the level of responsibility may vary.

## Virtual Group Leaders

Leading a Virtual Group is a significant commitment and the recommendation for Leaders is to maintain the Virtual Group Leader role as a single volunteer leadership role. This recommendation supports the success of the Virtual Group by allowing the leader to focus on providing the best level of leadership. If multiple roles are held, it is preferred that the Virtual Group Leader bring on additional volunteers to fill a support role. The intention of this is to encourage the development of new leaders with the intention that they may take on Primary Leadership in time. PASS recognizes that with Co-Leaders to share the obligations of leading a Virtual Group the level of responsibility may vary.

## Program Mangers

The Program Manager works with the Director of Program and is responsible to support the selection of the program committee, spearhead program projects in conjunction with global portfolio goals, and the successful execution of the Summit educational program. This is a yearlong commitment and it is recommended to be maintained as a single leadership role in order to be successful.

Beyond the above outlined leadership volunteer roles, there are a variety of less time and commitment intensive volunteer opportunities with PASS; we do not discourage volunteers in any leadership roles from taking part in these opportunities. Some examples of these opportunities are Speakers, Program committee members, and SQLSaturday organizers.