

# Lead Trainer (rev. 1/2025)

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**Summary**

The Lead Trainer's primary responsibility is to coordinate the training of weekend team members utilizing head trainers for each weekend function.

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**Status**

Voting member of the LVCCM Secretariat

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**Term**

Three years

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Responsibilities of Position

- a. Responsible for overseeing Rectorship training, Professor trainers and Cha trainers.
  - b. Attends all Secretariat meetings as a voting board member, trains the Rector/a Trainer, Professor Trainers and Cha Trainers and updates them about any pertinent information after each Secretariat meeting.
  - c. Contacts the Rector/a Trainers with name of the next Rector/a for weekends.
  - d. Communicates with Rector/a and all Professor Cha Trainers after each weekend to see that team training materials are effective and kept up to date.
  - e. Serves as liaison between the Rector/a Trainers and Lay Director.
  - f. Recruits replacements for rector/rectora trainers, with **final approval by full Secretariat**.
  - g. Coordinates with rector/rectora trainers after each weekend to see that team training materials are effective and kept up to date.
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**Training responsibilities for incoming replacement**

In-Coming Training Tasks for Lead Trainer

- a. Reach out to Rector/a to introduce self and establish contact information.
  - b. Reach out to Professor/Cha Trainers to introduce self and establish contact information.
  - c. Recruit trainers with specific skills, knowledge and abilities to train the LVCCM method. Obtain approval from Secretariat with name choice.
  - d. Ensure trainers have knowledge/experience serving on LVCCM weekends.
  - e. Contact Rector/a trainers with the names of newly selected Rector/a.
  - f. Assess training programs to determine if any changes need to be implemented for next upcoming weekend.
  - g. Identify training gaps by use of surveys, performance and consultation with fellow trainers.
  - h. Create/update course materials in cooperation with trainers as needs arise. i.e. presentations, handouts, manual updates, ect.
  - i. Conduct train-the-trainer sessions as needed.
  - j. Provide on-going coaching and mentoring to trainers on their delivery methods and impact of training materials.
  - k. Ensure consistency in training content and delivery of material across trainers.
  - l. Maintain relationships with trainers through intentional leadership communications such as effective listening, open discussion and periodic meetings that focus on current state of LVCCM training methods.
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