



March 2022

RESPONSIBILITIES OF A LEADER

FIVE BASIC RESPONSIBILITIES OF A LEADER

1. Plans and leads LLLC Series Meetings*
2. Helps others one-on-one, either in-person, over the phone, email, or through other technologies, and keeps accurate records of these helping situations
3. Keeps up to date with breastfeeding information **
4. Manages the LLLC Group
5. Takes an active role in helping others find out about leadership and helps them prepare to become LLL Leaders.

* Leaders may also choose to provide other activities for parents such as prenatal breastfeeding classes, special information sessions, presentations in other settings, café style drop-ins, Toddler meetings, Couples meetings, etc.

** Keeping up to date with breastfeeding information means taking advantage of LLL's and LLLC's opportunities for continuing education through publications, educational offerings (such as Leader Days and national conferences), meetings, correspondence, and the network of resource Leaders such as the Leader Accreditation Department, Administrator of Leaders, Area Coordinator of Leaders, Leader Support Team, Professional Liaison Department, etc.

OTHER LLLC LEADER RESPONSIBILITIES

- All Leaders communicate regularly with the organization, and with other Leaders directly impacted by the Leader's work. In order to maintain consistency in LLLC programs and documents, Leaders who have ideas for new initiatives and projects are required to communicate with the Area Coordinator of Leaders (ACL), Administrator of Leaders (AL) and Board of Directors early in the development process.
- Leaders are responsible for reading LLLC's regularly published newsletter (LLLC's official means of communication with Leaders), completing the Annual Leader Renewal of Commitment process, ensuring that the Group page on the LLLC website is kept up to date, and updating changes in Leader responsibilities and contact details.

- Not every Leader can or will fulfill all Five Basic Responsibilities of a Leader at all times. A Leader may provide other services to LLLC that have been mutually agreed upon by the Leader and relevant levels within the structure of LLLC. A Leader who is offering such services to LLLC without fulfilling all of the Basic Responsibilities will continue to meet the requirements of the *LLLC Definition of a Leader*.

(Oct 1989; Oct 1999; Feb 2002; Oct 2012; Nov 2017; Mar 2022)