



FLED INSTITUTE

ABUJA – NIGERIA

The Graduate Leadership School

FLED CAMPUS DIRECTOR - (FCD)

To be appointed FLED Campus Director - FCD - is an onerous responsibility. The CDs reside within the State Capitals. The Director takes full responsibility for the growth and development of FLED Institute Campus in his/her city of location. The Campus Director is expected to operate on the following ***Terms of Engagement***.

The main Task of FCD in preparation for Courses:

- Liaising with Institute headquarters staff regarding the venue, participants and running the courses
- Submitting a proposed course budget to the Institute for approval
- Identifying and booking a course venue that meets the appropriate requirements
- Ensuring that the appropriate venue and equipment bookings are made
- Invitation of suitable participants
- Sharing pre-course activities and a pre-course assessment (where applicable) with participants two weeks (or more) before the course commencement.
- Booking suitable accommodation for travelling course participants/facilitators and communicating details to travelling participants and the Institute by email.
- Ensuring that travelling course participants/facilitators are transferred to and from the airport/Bus station.
- Booking appropriate course refreshments and lunches when required.
- Supplying the Institute headquarters with details of course participants by completing details onto blank participants list provided (to include names, institutions, phone numbers, email addresses, sex, etc.)
- Arranging for course materials to be copied and included in participant packs.
- Arranging for course equipment to be available for the course —this should include flip chart paper (for each group), flip chart stand, marker pens, etc.
- Arranging a meeting on the day before the course for the visiting facilitator/s to be shown around the venue.

The Role during the course include:

- Being available to support the faculty with any other administrative matters that may arise during the workshop.

- Participating in a short review meeting (15–30 minutes) at the end of the course to review any administrative matters arising from the course
- Sharing any suggested administrative process improvements with the Institute
- Collating financial reports, post-course assessment and documents
- Submitting a final expenditure report within 10 working days of the end of the course

Your Responsibilities:

1. Oversee the administrative structure of the Campus for its takeoffs and functionality in the State capital.
2. Source candidates to register for the Institute’s Academic and non-academic programmes.
3. Shall represent the Institute at public events within your area of jurisdiction upon consultation with the President/CEO.
4. Responsible for hosting regular “Meet & Share” functions to introduce the public to the programmes of FLED Leadership Institute with the aim to recruit students to enroll into the Institute.
5. Coordinate Membership Recruitment and Induction
6. Promote public image of the Institute and organize Pre-Induction Courses for new members of the Institute.
7. Shall could also serve as Faculty to the Institute subject to fulfilling Faculty Membership requirements.
8. Ensure that all payments of courses at the Institute are made into the Institute’s bank account which details are provided. You are not to collect cash from any prospective candidate.
9. Other responsibilities with respect to organising courses and working with Faculty Members to host events on your campus are outlined in *Guide for Campus Directors/Campus Coordinator/Faculty*.

Things not Allowed

1. You are not to use the Institute to secure private training jobs and execute them without the Institute’s knowledge.
2. You are not to enter into any agreement(s) with any person(s), group(s) or organization (s) that could affect the legal and operational status of the institute without prior official approval from the Institute’s Headquarters.

3. You are not allowed to make any political statement on behalf of the Institute, where such statement could injure the public image of the Institute as a non-partisan leadership development institution. However, you are permitted to make such statements in your capacity as a private citizen.

Roles of the FLED Institute

The Campus Director is not placed on monthly salary or stipend, however, the terms of compensation for the position are here outlined.

The Institute shall do the following:

- 1 Provide CD with information and branding material about the Institute.
- 2 Provide minimal resources to cover continuing administrative expenses
- 3 Offer the CD 20% of the total course fees held in your campus or organized by your campus for organizations in your area of operations.
- 4 Give approved financial compensation to a CD if you facilitate a course as Faculty as contained in **FLED Institute Faculty Compensation Plan**

Tenure/Termination of Appointment

1. The position of Campus Director is for an initial period of 12 calendar months, renewal for another term of 12 months, depending on Performance Evaluation Reports (PER).
2. At the official expiration of the appointment, you are expected to handover to the Campus Coordinator that may be appointed for the campus at the given time as you continue to serve as Faculty in the Institute.
3. The Institute shall have the right to terminate this engagement if the terms herein stated are violated, provided that mutual obligations are settled.
4. You are at liberty to disengage as Campus Director at any time, provided that you give us a two-month notice and that all mutual obligations are settled.

In case there is any matters beyond what are stated herein, please feel to request for clarifications from the Institute's Headquarters Office, at any time.

For inquiries, please contact:

Dean of Programs

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