



The GLOBAL EMBASSY OF CULTURE

LEADERSHIP & ROLE GUIDE

A concise overview of leadership duties and responsibilities across the Embassy's cultural, humanitarian, and organizational roles.



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MAJOR LEADERS

Simple role descriptions for key cultural and advisory positions.



INTERNATIONAL FILM FESTIVAL CHAIRPERSON

Leads the Embassy's international film initiatives by identifying cultural storytelling opportunities, coordinating screenings and partnerships, and helping use cinema as a bridge between nations. This role promotes filmmakers, manages festival planning, and ensures programs reflect diplomacy, inclusion, and educational value.



IRELAND ADVISOR

Provides guidance on Irish cultural engagement, heritage programming, partnerships, and relationship-building with Irish communities and organizations. The advisor helps shape authentic representation, recommends collaborative opportunities, and supports projects that strengthen friendship, exchange, and mutual understanding.



FOUNDATION CHAIR

Oversees the philanthropic vision of the organization's foundation work. This role helps guide charitable priorities, donor relations, stewardship, and program impact so that giving supports cultural, educational, and humanitarian goals in a transparent and mission-driven way.



EPIDEMIOLOGIST

Advises the organization on health awareness, public wellness, and evidence-based practices that may affect programs, gatherings, or outreach. This role helps interpret health trends, support safe event planning, and connect cultural programming with community well-being.



Major Leaders

Leadership roles that support regional outreach, service, and future-focused engagement.



Bharat Committee Chair

Leads India-focused engagement and helps connect the Embassy with communities, traditions, and collaborative opportunities related to Bharat or India. This role encourages respectful cultural exchange, develops programs, and helps showcase the diversity, innovation, and heritage of the region.



Washington, DC Office Director

Coordinates the Embassy's presence and operations in Washington, DC. This role supports scheduling, partner relations, official correspondence, and mission visibility while helping connect cultural initiatives with civic, diplomatic, and institutional networks.



World Central Kitchen & Ronald McDonald House Volunteer

Supports humanitarian service and community relief efforts in alignment with the Embassy's spirit of compassion. This role helps connect service opportunities, encourage volunteer participation, and represent a hands-on commitment to feeding, helping, and uplifting others.



Gen Z & Alpha Focus Team

Represents youth-centered strategy and helps shape programming that resonates with emerging generations. This role offers insight into trends, communication styles, digital engagement, and leadership development so the Embassy remains relevant, welcoming, and future-ready.

LEADERSHIP ROLES

Operational and program leadership responsibilities across the Embassy.



GLOBAL TELEMEDICINE CHAIR

Promotes access to global health dialogue, telemedicine education, and cross-border collaboration. This role helps identify partnerships, encourage innovation, and support conversations that connect healthcare expertise with underserved or geographically distant communities.



EVENTS CHAIR

Plans and coordinates events that advance the Embassy's cultural mission. Responsibilities include organizing logistics, schedules, vendor coordination, guest experience, and program flow while ensuring events are professional, inclusive, and memorable.



SECRETARY GENERAL

Provides senior administrative leadership by helping guide strategy, coordination, and continuity across major initiatives. This role supports governance, cross-team communication, official records, and high-level execution so the Embassy's work moves forward in an orderly and effective manner.



GLOBAL SECRETARY

Maintains organized communication and documentation across the Embassy's international activities. This role helps manage correspondence, meeting notes, reporting, and follow-up, ensuring that information flows clearly and that commitments are documented and supported.





BOARD & ELECTED LEADERSHIP

Roles that guide governance, elections, inclusion, family support, and people strategy.



PRESIDENT

Serves as the chief elected leader of The Global Embassy of Culture and helps guide mission, governance, strategy, and public representation. The President is elected by the membership, chairs leadership direction, helps oversee board activity, and works to ensure that the organization remains transparent, mission-driven, and aligned with its cultural purpose.



VICE PRESIDENT

Supports the President and helps provide continuity in leadership, planning, and decision-making. The Vice President is elected by the membership, assists with board coordination, helps advance strategic priorities, and may serve in the President's place when needed for official duties or special circumstances.



FUNDRAISING CHAIR

Leads fundraising strategy and helps develop campaigns, donor engagement, sponsorship outreach, and revenue-building opportunities. This role helps ensure that fundraising efforts support the organization's goals with integrity, creativity, and strong relationship management.



DEI CHAIR

Champions diversity, equity, and inclusion throughout programs, partnerships, and organizational culture. This role encourages broad representation, respectful dialogue, and fair access while helping the Embassy remain welcoming to people of many backgrounds and lived experiences.



VICE PRESIDENT, GLOBAL CHAIR OF CHILDCARE

Supports leadership planning while advocating for family-friendly and child-centered priorities. This role helps shape programs, partnerships, and services that consider the well-being, education, and inclusion of children within the Embassy's broader cultural mission.





SUPPORT OFFICES & STEWARDSHIP

Roles that support operations, membership, finance, order, care, and communications.



CHRO

Leads human-resources vision and people-centered practices for the organization. This role helps guide volunteer and staff culture, onboarding, expectations, recognition, and internal well-being so that the Embassy grows with care, clarity, and professionalism.



DIPO

Supports digital information, publicity, and outreach by helping communicate announcements, maintain visibility, and share the Embassy's work with the public. This role helps coordinate messaging, promote events and initiatives, and strengthen awareness across digital and community channels.



MEMBERSHIP CHAIR

Oversees membership growth, retention, and engagement. This role helps welcome new members, communicate benefits, encourage participation, and build a sense of belonging so that the Embassy's network remains active, valued, and connected.



TREASURER

Oversees financial stewardship, budgeting, accountability, and resource tracking so that the organization remains sustainable, transparent, and purpose-driven. This role helps safeguard funds, align spending with mission priorities, and support sound governance.



SERGEANT-AT-ARMS

Helps maintain order, decorum, and procedural readiness during board meetings, events, and official gatherings. This role supports seating, protocol, and meeting conduct, and may attend board meetings in a non-voting capacity while helping protect structure, respect, and smooth operations.



CHAPLAIN

Offers compassionate spiritual and emotional support for the Embassy community. This role may provide encouragement, reflection, ceremonial participation, and care during both celebrations and challenges, helping nurture unity, dignity, and a sense of shared humanity.

A codicil defining each role is available at www.tgeoc.org.