

Working Group Co-Chair Job Description

Overview:

Working Group Co-chairs facilitate Working Groups to ensure the Working Group is responsive to member needs and expertise, members are able to actively engage with the Working Group agenda, and that the annual work plan advances the mission and objectives of the Working Group.

Responsibilities:

1. Foster knowledge of, interest in, and excitement about the Working Group's technical leadership, recommendations, and products.
2. Stay abreast of new technical information, resources, and partner organizations related to the focus area and facilitate discussions on collaboration, as appropriate, with Working Group members.
 - a. Share important resources, research and events through Working Group listserv
 - b. Send updates for Working Group website including new content, tools, links, etc.
3. Attend CORE Group Fall & Spring Conferences
 - a. Lead Working Group technical update and planning time at Fall & Spring Conferences
4. Facilitate interactive, regular, Working Group virtual meetings to generate and maintain interest.
 - a. Schedule regular check-in meetings (monthly, bi-monthly or quarterly)
5. Lead development of the strategic vision, objectives, annual work plans, and, when applicable, budgets through a group process that complements the CORE Group's strategic framework.
 - a. Facilitate developing the annual Working Group Work Plan
 - b. Facilitate the completion and tracking of Working Group Work Plan
6. Recruit new Working Group members and delegate activities to facilitate an equitable involvement of members in work plan implementation.
7. Revisit the Working Group leadership at least once every year to see if other persons want to assume a Co-Chair position.
8. Regularly document accomplishments, ideas, and constraints and share them with Working Group members.
9. Represent CORE Group's *Community Health Network* in related technical and policy forums.
10. Contribute to CORE Group's overall development by keeping CORE Group staff informed of activities and participating in various CORE Group forums.