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## **PODS Volunteer**

### **Description of Roles, Responsibilities and Expectations**

This document provides a job description of the volunteer roles within PODS Association. It provides clarity regarding work and expectations, allowing volunteers and potential volunteers to consider various aspects before accepting a role.

### **Time Commitment, Meetings and Assignments – All groups**

Generally, volunteers spend 3-10 hours per month, depending upon specific initiative and project plan.

#### **Regular and special meetings**

PODS Association Committees have regularly scheduled meetings either monthly or bimonthly. Some initiatives may require more frequent meetings. Meeting are generally one hour. Special meetings are scheduled to address issues or to conduct work to meet deadlines. Subgroups of a PODS committee may be assigned with a designated leader or chair. Volunteers of the PODS Committee are expected to take on these additional assignments and are encouraged to leverage expertise/SMEs within their companies.

#### **Assigned Tasks**

All members are expected to volunteer themselves or members within their organizations, to complete tasks. This may include participating in a subgroup to address issues or set of topic described in a scope.

#### **Chairmen of PODS groups are responsible for:**

Providing leadership to group, serves as representative to other PODS committees and governance groups (Board and TCG) and membership. This includes:

- Leading and managing meetings
- Managing project plan, strategic plans
  - Project plan development and ongoing maintenance to plan documented in SmartSheet and narrative (as applicable)
  - Understanding budget applicable to project, and responsibilities to ED implementing budget (requests to expend, conducting activities expending budget)
    - Providing requests for budget for following year. This budget is prepared 4-6 months in advance of the new calendar year and approved 2 months prior to start of the new calendar year.

- Preparing agenda (editing and approving drafts)
  - Leadership so progress is made in accordance with plan and schedule
- Managing discussion in meetings so agenda items are addressed and all members in group participate and are heard
- Interim meetings with Executive Director and appropriate contractors
  - Refine and advance strategy
  - Inform on recent activities

## TCDM (Technical Committee on Data Modeling)

All committee members are trained in Enterprise Architect (EA) and ShapeChange. Each committee member must commit time and other resources to obtain the training either in person or via video conference. Further, all committee members are responsible for data modeling for PODS in accordance with current initiatives such as Next Gen-PODS 7.0 and following Next Gen 7.0 as required and assigned by TCG.

TCDM provides PODS subject matter expertise for EA and ShapeChange, particularly post-Next Gen (initiative completion). A member of this group will serve as a trainer for PODS and may be required to lead webinars on the subject.

Additionally, TCDM members will commit time for understanding of PODS Association as provided in key documents, including:

- PODS Association Strategic Plan
- Other technical committee plans and related documents, as they affect work, decisions and understanding of context. This includes Next Gen and New Construction.

## Time Commitment, Meetings and Assignments

Generally, volunteers spend 3-10 hours per month, depending upon specific initiative and project plan.

### Regular and special meetings

TCDM has regularly scheduled monthly meetings. Some activities may require more frequent meetings. Meeting are generally one hour.

Special meetings are scheduled to address issues or to conduct work to meet deadlines. Volunteers of TCDM are expected to take on these additional assignments and are encouraged to leverage expertise/SMEs within their companies.

### Assigned Tasks

All members are expected to volunteer themselves or members within their organizations to complete tasks. This may include participating in a subgroup to address issues or set of topic

described in a scope. This work is drafted or finalized for presentation to Committee. It may include:

- Data model change (recommended)
- Data modeling
- Documentation
- Technical and other reports
- Review, evaluation and input to draft documents
- Policy recommendation