

**WEF Committee Stakeholder Roles & Responsibilities, & Related Competencies**

Committee	General Responsibilities	Example Duties & Deliverables	Skills & Attributes Required/Desired
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Guides work of committee in support of WEF Strategic Plan, keeps the committee work and projects aligned with WEF policies, practices, and goals.</li> <li>• Develops committee meeting agendas in conjunction with committee manager and vice chair</li> <li>• In conjunction with committee manager and committee members, develops committee workplan</li> <li>• Delegates/assigns work of committee &amp; motivates/supports members, as necessary to complete assigned tasks</li> <li>• Monitors progress on workplan, evaluates committee effectiveness &amp; communicates successes</li> <li>• Identifies/mentors future committee leaders</li> <li>• Addresses challenges such as deviations from WEF policy or interpersonal issues and provides facilitation/coaching as necessary</li> <li>• Represents the Committee, recruits members and ensures engagement of new members</li> <li>• Where appropriate, works with the committee manager and CoP Director to evaluate and propose new activities and programs</li> <li>• Coordinates/communicates with CoP Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitates committee discussion to promote participation, inclusiveness, and development of consensus</li> <li>• Attends Committee Leader orientations and meetings</li> <li>• In conjunction with committee manager, prepares for committee meetings, including developing agendas and ensuring that minutes are taken &amp; distributed</li> <li>• Represents Committee on CLC and ensures committee provides input and perspectives as requested/needed</li> <li>• Completes or oversees the development/submission of required reports</li> <li>• Directs Committee requests for support and/or financial support through CoP Director to CLC Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes positive working relationships &amp; enables positive team dynamics</li> <li>• Understands and can communicate roles &amp; responsibilities in a staff/volunteer environment</li> <li>• Familiar with and can communicate/apply relevant WEF policies</li> <li>• Demonstrates commitment to high ethical standards and acts in interests of WEF</li> <li>• Possesses sound background in committee focus area</li> <li>• Strong communication &amp; listening skills with ability to motivate &amp; encourage others</li> <li>• Thinks strategically, understands WEF’s mission, vision, structure, &amp; priorities and can communicate alignment of committee work with these</li> <li>• Adheres to high standards of personal and professional behavior</li> </ul>
<b>Vice-Chair</b>	<ul style="list-style-type: none"> <li>• Assists Chair with alignment of committee deliverables/contributions with WEF priorities &amp; member needs</li> <li>• Represents the Committee, at the request of the chair,</li> <li>• Recruits members and helps chair engage new committee members</li> <li>• In conjunction with Chair, helps develop committee leadership succession plan</li> <li>• At request of Chair, oversees and motivates/supports Committee members, as necessary to complete assigned tasks</li> <li>• Supports Chair in addressing challenges such as deviations from WEF policy or interpersonal issues and provides facilitation/coaching as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Attends Committee Leader orientations &amp; trainings</li> <li>• Participates in Committee meeting and presides in Chair’s absence</li> <li>• Assists chair in preparing for and facilitating committee meetings and supporting duties and deliverables.</li> <li>• Leads specific activities/represents the Committee as assigned by the Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes positive working relationships &amp; enables positive team dynamics</li> <li>• Understands and can communicate roles &amp; responsibilities in a staff/volunteer environment</li> <li>• Familiar with and can communicate relevant WEF policies</li> <li>• Demonstrates commitment to high ethical standards and acts in interests of WEF</li> <li>• Possesses sound background in committee focus area</li> <li>• Strong communication &amp; listening skills with ability to motivate &amp; encourage others</li> <li>• Thinks strategically, understands WEF’s mission, vision, structure, &amp; priorities and can communicate alignment of committee work with these.</li> <li>• Adheres to high standards of personal and professional behavior.</li> </ul>

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Committee Member	<ul style="list-style-type: none"> <li>Actively participates, applies technical knowledge &amp; skills to further WEF &amp; Committee goals</li> <li>Provides thoughtful &amp; objective input to Committee deliberations focusing on the best interests of WEF/the Committee (rather than personal or employer/constituent interests)</li> <li>Supports committee’s role and alignment of committee deliverables/contributions with WEF priorities and member needs</li> </ul>	<ul style="list-style-type: none"> <li>Reviews materials in advance of committee meetings &amp; calls</li> <li>Attends committee meetings, makes objective contributions</li> <li>Completes committee assignments according to the scope of the work and schedule outlined</li> <li>Works with other committee members and staff to support assignments and deliverables</li> </ul>	<ul style="list-style-type: none"> <li>Possesses current technical knowledge &amp; skills relevant to the Committee’s focus area</li> <li>Demonstrates a commitment to Committee service and to act in the best interests of WEF</li> <li>Accepts responsibility for adhering to commitments including deadlines and to high technical and quality standards</li> <li>Understands and upholds/complies with relevant WEF policies</li> <li>Works collaboratively with others, develops positive working relationships with staff and volunteers, and supports Committee leadership</li> <li>Adheres to high standards of personal and professional behavior.</li> </ul>
<b>STAFF</b>	<b>Staff Responsibilities</b>	<b>Staff Example Duties</b>	<b>Skills &amp; Attributes Required/Desired</b>
<b>Committee Staff Manager</b>	<ul style="list-style-type: none"> <li>In collaboration with Committee Chair: <ul style="list-style-type: none"> <li>guides work of Committee in support of WEF Strategic Plan, helps keep the committee work and projects aligned with WEF policies, practices, and goals.</li> <li>advises on and supports development of committee workplan</li> <li>monitors &amp; reports progress on workplan</li> <li>supports member recruitment, and new member orientation/onboarding</li> </ul> </li> <li>Coordinates/communicates with CoP Director</li> <li>Provides input to succession planning</li> <li>Advises on WEF policies &amp; practices; works with Chair &amp; CLC leadership, as appropriate to collaboratively address issues that arise</li> <li>Supports required reporting</li> <li>Budgets for Committee activities</li> <li>Serves on the committee nominating subcommittee to provide input in succession planning for new leadership</li> </ul>	<ul style="list-style-type: none"> <li>Works with Chair to prepare &amp; distribute meeting materials ahead of committee meeting</li> <li>Actively participates in committee meetings and assists with minutes or notes</li> <li>Supports onboarding of new committee members</li> <li>Assists with tracking of committee projects and the preparation of committee reports</li> </ul>	<ul style="list-style-type: none"> <li>Familiar with subject matter focus of committee</li> <li>Possesses superior project management &amp; facilitation skills</li> <li>Familiar with WEF’s committee and leadership structure</li> <li>Understands and upholds/complies with relevant WEF policies</li> <li>Follows through on commitments, operates as a team player building productive relationships with staff/volunteers</li> <li>Understands and can communicate roles and responsibilities in a staff/volunteer environment</li> <li>Understands WEF’s mission, vision, structure, &amp; priorities and can communicate alignment of committee work with these</li> <li></li> </ul>
<b>CLC Staff Manager</b>	<ul style="list-style-type: none"> <li>Maintains committee membership records, processes applications and liaises with committee chairs/managers re: new members</li> <li>Communicates with committee managers on CLC needs &amp; reporting requests</li> <li>Administers annual sunset review process</li> <li>Supports CLC leadership in executing their responsibilities</li> <li>Organizes &amp; promotes the annual Volunteer Service Recognition Program</li> </ul>	<ul style="list-style-type: none"> <li>Supports CLC leadership in preparing for, executing, and following up on calls and meetings</li> <li>Promotes volunteer recognition and CLC Leadership service opportunities</li> <li>Manages annual CoP Director recruitment process with CLC leadership</li> <li>Promotes annual <i>Volunteer Service Recognition Program</i> through various media to committee members – manage online nomination process</li> <li>Supports development and delivery of committee leadership orientation/onboarding</li> <li>Assembles and distributes committee guidance materials</li> </ul>	<ul style="list-style-type: none"> <li>Possesses superior administrative skills</li> <li>Demonstrates advanced understanding of committee administration features of WEF database</li> <li>Familiar with WEF’s committee and leadership structure</li> <li>Understands and upholds/complies with relevant WEF policies</li> <li>Follows through on commitments, operates as a team player building productive relationships with staff/volunteers</li> <li>Able to manage multiple projects and deadlines</li> <li>Customer service focused with excellent people skills</li> <li>Basic knowledge of HTML and content management systems; experience with Episerver CMS desirable</li> </ul>

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CLC Leadership	General Responsibilities	Example Duties & Deliverables	Skills & Attributes Required/Desired
<b>CLC Chair</b>	<ul style="list-style-type: none"> <li>Organizes the activities of the CLC with the assistance from Vice-Chair and CLC Manager</li> <li>Oversees the review of recommendations and approves incoming Vice-Chairs through the CLC Steering committee</li> <li>Oversees the review of applications and recommends incoming CoP Directors to the Board</li> <li>Oversees the review of and provides recommendations to the Board for the committee sunset review process</li> <li>Leads the selection committee in the review and selection of outstanding committee members for the Volunteer Service Recognition Program</li> <li>Facilitates and moderates the CLC annual leadership orientation for Committee Chairs, CoP Directors, and committee members</li> <li>Represents CLC and WEF Committees at WEF Board of Trustees Meetings</li> <li>Assumes Board of Trustees assigned tasks</li> <li>Manages distribution of Board designated funding for Committees use</li> </ul>	<ul style="list-style-type: none"> <li>Provides input into the development of CLC Steering conference call agendas</li> <li>Leads and/or coordinates in the development of the CLC WEFTEC and Midyear meeting agenda/program</li> <li>Leads/Moderates CLC Steering Committee and CLC conference calls and meetings</li> <li>Leads CLC Steering Committee Nominating Committee</li> <li>Leads Volunteers Service Recognition Program Selection Committee</li> <li>Seeks out and then trains/mentors/coaches future committee leadership</li> <li>Moderates annual committee leadership training</li> <li>Attends WEF Board of Trustees meetings</li> <li>Oversees the review of applications and the distribution of funds from the committee budget</li> </ul>	<ul style="list-style-type: none"> <li>Good leader/consensus builder who establishes positive working relationships &amp; enables positive team dynamics</li> <li>Understands and can communicate roles &amp; responsibilities in a staff/volunteer environment</li> <li>Familiar with and can communicate/apply relevant WEF policies</li> <li>Demonstrates commitment to high ethical standards and acts in interests of WEF</li> <li>Strong communication &amp; listening skills with ability to motivate &amp; encourage others</li> <li>Thinks strategically, understands WEF’s mission, vision, structure, &amp; priorities and can communicate alignment of C LC with these</li> </ul>
<b>CLC Vice-Chair</b>	<ul style="list-style-type: none"> <li>Serves on the CLC Steering Committee</li> <li>Assists the CLC Chair in meeting the needs of the CLC committee Chairs</li> <li>Assumes the role of CLC Chair upon completion of two-year term as CLC Vice-Chair</li> <li>Assists CoP Directors and committee leadership as needed, including promoting ideas and offering suggestions that enhance the communities of practice, committees and task forces</li> <li>Assist in training of future leaders</li> <li>Provides mentorship to CoP and committees</li> <li>Participates in monthly CLC Steering calls</li> <li>Attends the WEFTEC and Midyear annual CLC meetings</li> </ul>	<ul style="list-style-type: none"> <li>Drafts the monthly CLC Steering Committee conference call agendas</li> <li>In conjunction with the CLC Chair and CLC Staff Manager, drafts the agenda for the CLC WEFTEC and Midyear Meetings</li> <li>Follows through on assigned tasks</li> <li>Checks with CoP Directors on the “health” of committees</li> <li>Meets with CoP Directors and Committee Leadership to address concerns and issues that arise</li> <li>Reviews and proofs CoP Director reports before distribution to the Board</li> </ul>	<ul style="list-style-type: none"> <li>Good leader/consensus builder who establishes positive working relationships &amp; enables positive team dynamics</li> <li>Understands and can communicate roles &amp; responsibilities in a staff/volunteer environment</li> <li>Familiar with and can communicate/apply relevant WEF policies</li> <li>Demonstrates commitment to high ethical standards and acts in interests of WEF</li> <li>Strong communication &amp; listening skills with ability to motivate &amp; encourage others</li> <li>Thinks strategically, understands WEF’s mission, vision, structure, &amp; priorities and can communicate alignment of CLC activities with these</li> </ul>

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CoP Leadership	General Responsibilities	Example Duties & Deliverables	Skills & Attributes Required/Desired
<p><b>CoP Director</b></p>	<ul style="list-style-type: none"> <li>• Becomes familiar with committee resource documents on WEF.org site</li> <li>• Consults with Committee Manager on committee needs and meeting logistics</li> <li>• Participates on monthly CLC calls and keeps committees informed on WEF news</li> <li>• Works with committee leaders in CoP and determines individual committee needs</li> <li>• Helps committee leadership in succession planning</li> <li>• Follows up with chairs on committee reports that CLC leadership is requesting for the Board</li> <li>• Attends WEFTEC and Midyear meetings</li> <li>• Monitors health of the Committees</li> <li>• Monitors the committee work and projects to ensure alignment with WEF policies, practices, and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Brings concerns and requests from Committees to CLC Steering Committee</li> <li>• Reports back to Committees CLC Steering Committee, Board of Trustees, and/or Staff decisions, actions, requests or assignments that affect them</li> <li>• Prepares Community of Practice Report for the Board of Trustees</li> <li>• Brings to the attention of CLC Chair and Vice Chair if a committee is having difficulty or issues that may affect the viability of the committee</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership expertise</li> <li>• Passion to advance the WEF vision, mission and strategic plan</li> <li>• Knowledge of and understanding of the WEF organization</li> <li>• Compelling communicator and mentor</li> </ul>