

[Insert Committee Name] Committee Leadership Responsibility Matrix

Role	General Responsibilities	Leadership Responsibilities	Communications & Deliverables
Chair (X Year Term)	<ul style="list-style-type: none"> Alignment of Vision, Mission, and Objectives of the Committee with WEF Strategic Plan Mentor Vice-Chairs, Subcommittee chairs Selection team for Vice-Chair Membership recruiting and promotion of specialty conference 	<ul style="list-style-type: none"> Preside over Committee Meeting at WEFTEC and Committee meeting (Midyear, or as designated) Attend half of Committee subcommittee meetings Coordinate w/ Workshop Advisory Group Participate in CLC at WEFTEC and Midyear Participate in at least two MA's each year 	<ul style="list-style-type: none"> Coordinate and communicate with WEF staff manager Define annual deliverables for Committee to WEF Lead Committee communication and ~monthly Committee calls Prepare monthly news letter, etc.
Vice-Chair Elect (X Year Term)	<ul style="list-style-type: none"> Assist Chair with Alignment and deliverables Mentor Subcommittee Chairs Serve as TPC liaison Assist with membership recruiting and promotion of specialty conference (Note – specific to RBC) 	<ul style="list-style-type: none"> Participate in Committee Meeting at WEFTEC and Committee and preside in Chairs absence Attend half of Committee subcommittee meetings Participate in Workshop Advisory Group Participate in TPC at WEFTEC and Midyear Participate in CLC at WEFTEC and Midyear Participate in at least one MA each year 	<ul style="list-style-type: none"> Participate in ~monthly Committee calls Lead activities as requested by Chair
Incoming Vice-Chair – (If applicable Per committee) (X Year Term)	<ul style="list-style-type: none"> Assist Chair with Alignment and deliverables Mentor Subcommittee Chairs Serve as TPC liaison alternate (Note – a committee member needs to be appointed to the TPC) Assist with membership recruiting and promotion of specialty conference 	<ul style="list-style-type: none"> Participate in Committee Meeting at WEFTEC and Committee and preside in Chair and Vice-Chair Elect absence Attend half of Committee subcommittee meetings Participate in Workshop Advisory Group Participate in TPC at WEFTEC and Midyear (if available) Participate in CLC at WEFTEC and Midyear (if available) Participate in at least on MA each year 	<ul style="list-style-type: none"> Participate in ~monthly Committee calls Lead activities as requested by Chair
Past Chair (X Year Term – same as chair)	<ul style="list-style-type: none"> Selection team for Incoming Vice-Chair Participate in Review of Abstracts Assist with membership recruiting 	<ul style="list-style-type: none"> Attend Committee Meeting at WEFTEC and Committee Participate in at least one MA each year 	<ul style="list-style-type: none"> Lead activities as requested by Chair
Committee Steering Committee (or leadership team)	<ul style="list-style-type: none"> Provide input to the committee chair and vice chair on committee activities and projects Assist in providing leadership to the sub-committees and project teams 	<ul style="list-style-type: none"> Attend committee meeting at WEFTEC and midyear (or other dates for the committee) 	<ul style="list-style-type: none"> Participate in monthly conference calls Lead activities as requested by the Chair
Sub - Committee Chair (3 Year Term)	<ul style="list-style-type: none"> Develop subcommittee Vision, Mission, and Objectives in alignment with Committee Preside at all subcommittee meetings and provide report out at committee meetings Assist with membership recruiting 	<ul style="list-style-type: none"> Participate in committee meeting at WEFTEC and RBC Participate in at least one other subcommittee meeting each conference Participate in at least one MA each year 	<ul style="list-style-type: none"> Participate in monthly committee calls Other as requested by Chair Provide topics and potential presenters for WEF webinar series Submit progress updates to the Committee chair & Vice Chair via committee calls and the committee report
Subcommittee Vice-Chair (3 Year Term)	<ul style="list-style-type: none"> Assist w/ development of subcommittee Vision, Mission, and Objectives in alignment with Committee Participate in all subcommittee meetings and provide report out at Committee meetings Assist with membership recruiting 	<ul style="list-style-type: none"> Attend Committee Meeting at WEFTEC and Committee Participate in at least one other subcommittee meeting each conference Participate in at least one MA each year 	<ul style="list-style-type: none"> Participate in ~monthly Committee calls Other as requested by Chair

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Task Leaders (Term per project schedule)	<ul style="list-style-type: none"> Responsible for submitting and implementing a project task based on the Concept form 	<ul style="list-style-type: none"> Attend Committee meetings, Assemble a project team to meet the project deliverables and provide leadership to the team Meet the project schedule and provide deliverables aligned with the committee and WEF strategic plan 	<ul style="list-style-type: none"> Participate in conference calls for the task group Submit progress updates to the Committee chair & Vice Chair via committee calls and the committee report

NOTES:

- The structure listed above is based on a couple of committee's structure.*
- Steering/leadership committee structure can vary –some committee structures have the vice chair as the chief operating officer (COO) and responsible for the day to day activities of the committee and the chair as the chief executive officer (CEO). The structure for each committee should be appropriate for the applicable committee.*
- Number of leadership members will vary depending upon committee size*
- This matrix is a draft and should be used as an example. Some of the details in the chart relate specifically to the committee, other activities should be noted. Be as specific as possible.*