AIC IWG Leadership Roles and Tasks

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**Leadership Roles**

**Chair**

* Big picture and maintaining overview of IWG
* Checking in with everyone – leadership team, topic groups, team leads, etc.
* Leading meetings with content contributed by all the positions
* Content development for the meetings but working with Secretary on agenda
* Reaching out to presenters for meetings
* Communication with AIC (including Bonnie), RATS, and other Specialty Groups (SGs)

**Vice Chair**

* Position will become Chair providing overlap and smooth transition for leadership team
* Support Chair and Secretary
* Learning/training while providing support to the Chair

**Secretary**

* Working with Chair on agenda and circulating agenda
* Taking notes of meetings (leadership meetings, full membership meetings, team leads meetings, etc.)
* Getting meetings notes to Wiki and Community Lead for posting on Wiki and in the IWG Community
* Responsible for recorded meeting content and prepping it to go on Wiki
* Internal communications and sending emails to IWG from IWG gmail account including meeting announcements and agendas
* Working with Wiki and Community Lead on general and external communication including IWG, AIC Communities and social media

**Wiki and Community Lead**

* Wiki editing for leadership team – Working closely with Secretary to get content for this
* Posting meetings notes to Wiki and Community
* Posting recorded meeting content on Wiki
* Keeping track of wiki development, general communication with team leads and wiki editors, and progress of topic groups (some of this may fall to the Chair especially when the communication falls into the overview of the IWG)
* General communication and external communication – Working closely with Secretary on this
* Announcement and communications on IWG, AIC Communities, and social media – Working closely with Secretary on this

**AIC Annual Meeting Lead**

* Drafting call for RATS/IWG session
* Advertising call for presentations
* Reviewing abstracts
* Meetings with AIC and RATS to prepare for conference
* Corresponding with presenters
* Moderating session
* Planning IWG Social

**Breakdown of Routine Meetings and Tasks**

**Leadership Meetings**

* Schedule and send out calendar invites and Zoom link – Chair
* Setting agenda for meetings and identifying actions between meetings – Chair
* Take notes and circulates notes – Secretary
* Posting meeting info on AIC IWG Leadership Community – Secretary

**IWG Full Meetings**

* Scheduling meetings – Chair
* Agenda – Chair
* Arranging presentations and communication with presenters leading up to the meeting or planning activities/sessions for meetings – Chair
  + Drafting proposals and planning activities/session – Social, Interpretation Sessions, Lighting Presentations
* Email announcements for meetings and sending out agenda – Secretary
* Getting updates from team leads for topic groups – Wiki
* Recording meetings, editing recordings, adding closed captions (CC) – Secretary
* Posting meeting description, agenda and recordings on wiki – Secretary/Wiki

**Team Leads Meetings**

* Scheduling meeting (maybe include doodle poll and email with poll and deadline) – sending out gmail calendar invite and Zoom link – Chair/Secretary
* Agenda – Chair/Secretary
* Email announcement for meetings and sending out agenda – Secretary
* Notes – taking notes and sharing notes – Secretary

**Communication**

* Maintaining IWG gmail address – sending out emails, responding to emails, adding people to contact list – Secretary
* AIC Newsletter – Secretary/Chair
* Communication with Bonnie, AIC staff liaison – emails and occasional meetings – Chair
* Communication (email announcements) about meetings, initiatives, etc. to IWG, Team Leads, and/or Leadership Team – Secretary
* Communication with RATS (and potentially ECPN) – Chair
* Updating wiki – Wiki
* Checking in with topic groups and team leads – Chair/Wiki