



COP Co-Chair Position Description

Updated on 06 September 2011

COP Co-Chair Overview:

The Co-Chair assists the Chair in providing strategic and tactical leadership for the Community of Practice. The incumbent is typically a Subject Matter Expert in the discipline of the COP, and is a major contributor to the overall strategy. The Co-Chair has a degree of operational responsibility for leading the COP and acts as Chair when the actual Chair is not available.

Position Purpose and Objectives:

The Co-Chair is expected to help the Chair advance the Society's objectives, especially those identified in the annual Business Plan for the COP. This may include helping to drive the development of work products like technical documents or creating programs for ISPE continuing education, COP Forums, networking events, training programs and development of the 3 Year Business Plan. The position of Co-Chair provides a back-up for the Chair, and is often a developmental step culminating in assumption of the Chairmanship upon nomination by the COP Steering Committee and appointment by the Chairman of the Board

Appointed by: ISPE Chairman of the International Board of Directors

Responsibilities of this Position:

- Lead meetings of the COP Steering Committee if the Chair cannot be present
- Help identify work streams and work products that will be of benefit to ISPE and to the industry in general
- The incumbent, in conjunction with other committees, is expected to facilitate increased participation in COP activities by the general membership

Skills/Experience Requirements for this Position:

- A member in good standing with ISPE
- Recognized industry leader within the COP scope
- A subject matter expert in the discipline of the COP
- Ability to lead in a matrix environment, as well as, demonstrated strong collaboration and communication skills.
- Project management skills are a strong plus
- Willingness and commitment to ascend to Chair Position at the appropriate time

Length of Service: 1 Year **Additional Details (optional):** The COP may define a longer term of office

Time Commitment: Approximate hours per month: 6 to 10 Hours

Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

Provided by ISPE staff or volunteers: The staff project manager will provide help with project-based assignments, and if required, to set up and conduct committee meetings. The COP Chair and Steering Committee will support assignments as well. See staff project manager responsibilities document for specific details related to tasks that staff project managers are responsible for.

Expected from the volunteer (or his/her employer): The incumbent should have commitment from his/her employer to allow participation in committee meetings during working hours. The volunteer or employer should also be willing and able to fund any travel required, e.g. ISPE conferences or COP meetings. Access to electronic tools (email, internet) is expected.

Meeting Schedule:

Minimum of 3 meetings per year (4-6 are suggested). Meetings can be virtual, but at least one face-to-face meeting is preferred.

Attendance Requirement:

The Co-Chair should attend a minimum of 75% of the meetings; all of them if possible.

Volunteer Expectations

- ✓ *Actively participate in meetings*
- ✓ *Read materials and come prepared to each meeting*
- ✓ *Listen to people and ideas*
- ✓ *Become knowledgeable of the Society's policies and procedures*
- ✓ *Complete assignments on time*
- ✓ *Respond to communications in a timely manner*
- ✓ *Develop a good relationship with Staff*
- ✓ *Respect confidentiality*
- ✓ *Fully support all decisions of the Board and Committee*
- ✓ *Always act in the best interests of ISPE*