



“Nunaaqqiurat Tumitchianit” Footprints of Our Communities



Roles, Responsibilities, and Commitment

Work Group Champion Responsibilities:

- Schedule and facilitate work group meetings at least 1/month
 - More frequently, as needed based on the work
- Provide written and verbal report to Steering Committee quarterly
 - Progress on the goals, objectives, and tasks
 - Successes and challenges
 - Requests for support
- Utilize and update universal tools to stay on track and communicate with other stakeholders
 - Document agenda, discussion notes, and action items
 - Follow up and remind members to complete action items
 - Remind work group members to review notes and connect with other work group members if a meeting is missed
- Ensure group members report back to respective community boards and councils on progress of work group at least quarterly with written and verbal reports
- Estimated commitment of time needed: 5 hours/month
 - NOTE: This is in addition to the responsibilities of being a Work Group Member

Work Group Members Responsibilities:

- Attend and actively participate in work group meetings at least 1/month
 - If a meeting is missed, review notes and get up to speed for the next meeting
- Follow up on committed action items as agreed to
- Report back to respective community boards and councils on progress of work group with both verbal and written summary of work group
- Estimated commitment of time needed: 5 hours/month

Steering Committee Member Responsibilities:

- Attend and actively participate in steering committee meetings at least quarterly
- Clarify outcomes and eliminate barriers for each working group
- Verify work group members are identified and actively engaged
- Follow up on committed action items
- Estimated commitment of time needed: 10-12 hours/quarter
 - May be more depending on commitment of action items

Steering Committee Champion Responsibilities:

- Schedule and facilitate steering committee meetings at least quarterly
- Ensure steering committee follows up on commitments and actively participates
- Estimated commitment of time needed: 5 hours/quarter
 - NOTE: This is in addition to the responsibilities of being a Steering Committee Member