

## **Roles and responsibilities of SWAHN Project Team Co-Chairs**

**The following documents the varied roles and responsibilities that should be shared by SWAHN's Project Team Co-Chairs. Co-Chairs should work collaboratively to ensure that the items below are addressed in an equitable manner based on their individual strengths, knowledge-bases, and available resources.**

- 1) Engagement of Project Team members in all phases of project management (initiation, planning, implementation, monitoring, close-out) through the equitable delegation of tasks;
- 2) Encouraging participation and accountability of Project Team members particularly regarding accepting the need and responsibility to share the work-load for project activities;
- 3) Management of projects/activities in the context of available capacity (i.e., SWAHN's financial and human resources capacity);
- 4) Reminding members that the SWAHN region includes the South West and Erie St. Clair LHIN regions as well as the School of Pharmacy at the University of Waterloo;
- 5) Leading the advancement of priorities determined by the Network Contributors' Roundtable, ensuring that all projects:
  - are in alignment with the Terms of Reference and SWAHN strategy;
  - have the potential to create value for SWAHN and its stakeholders;
  - can be executed within resource capacity constraints.

Project Team Co-Chairs will recommend Project Team priorities and timelines to their SWAHN Co-Leads. SWAHN Co-Leads will then review all recommendations from the Project Teams to ensure alignment with SWAHN's goals and capacity, while also considering the timelines that are necessary to bring each project to completion. (Project Team Co-Chairs will identify the proposed value of each project to SWAHN Co-Leads.) Once project recommendations have been refined, they will be taken by the SWAHN Co-Leads to the Secretariat for a final review before they are approved.

- 6) Assuming leadership of meetings including:
  - Preparation for meetings in concert with fellow Co-Chair and SWAHN Manager
  - Commitment to and availability for meetings
  - Development of the agenda in concert with fellow Co--Chair and SWAHN Manager
  - Management of meeting discussions – soliciting input from all members during the meeting, including those who tend to be less forthcoming; probing silent periods during discussions; troubleshooting and/or managing conflict among members
  - Equitable assignment of action items
  - Awareness and full inclusion of members who are engaged in meetings via teleconference or videoconference
  - Pre- and post-meeting communications as required including follow up with members on action items

- 7) Regular updates/reporting to SWAHN leadership of activities/progress through the completion of briefing notes on a quarterly basis. For example, Project Team Co-Chairs will prepare briefing notes for the SWAHN Co-Lead who will bring them to the Secretariat table for reference;
- 8) Contributing to the content of the website;
- 9) Highlighting/identifying areas of opportunity and growth for SWAHN as well as areas of concern to the appropriate SWAHN Co-Lead;
- 10) Serving as an ambassador for SWAHN within and beyond individuals' primary organizations;
- 11) Participating in SWAHN special events including retreats.

**Preferred:**

- Engagement of administrative assistance in arranging meetings and in minute-taking
- Rotating assignment of minute-takers at meetings