

Roles & Responsibilities of WSP Convener, Steering Committee, and Administrative Assistant

January 2007

WSP Coordinator

The individual will do the following:

- Consistently attending the monthly meetings.
- Lead and facilitate the monthly WSP Meeting.
Facilitate means:
 - Finalize the agenda after the Steering Committee (SC) forms a draft.
 - Work with the WSP Administrative Assistant (AA) in publishing the agenda.
 - Carry out the meetings.
 - Be able to synthesize ideas during discussions, bring discussion to a halt as needed, and propose recommendations or next steps.
- Delegate tasks and needs. Not take on every task that evolves from discussions at either the SC or full WSP Meetings.
- Convene the Steering Committee Set the date, time, location, gather agenda items (*regularly scheduled for the 3rd Monday of every month, from 2-4pm at CGEE*).
- Propose SC discussions. Ideally end each SC Meeting with a draft WSP Meeting agenda.

Steering Committee

The roles, job descriptions, responsibilities of the Steering Committee are...

- To plan monthly WSP agendas (updates, recruiting presenters, logistics, etc.).
- To discuss current WSP projects at depth and bring updates to the WSP.
- To discuss and make recommendations to the Partners for necessary organizational decisions.
- To provide leadership and guidance to WSP and the WSP Coordinator and to his/her responsibilities.
- The SC needs to hold projects and project teams accountable to their work, timelines.
- The SC needs to field requests and act on requests for WSP participation in events, programs, etc.
- The SC will represent WSP at special meetings, programs, and for grant applications or agree upon who will represent the WSP at such meetings or programs.
- The SC needs to approve projects, changes in projects, and major decisions.
- SC develops a strategy for funding WSP. At a minimum, the SC will develop a strategy to fund the basic operations of WSP. In addition, the SC will develop, in cooperation with other partners, funding strategies for projects and additional efforts of WSP. In addition, the SC will communicate and authorize the funding strategies and budget to the whole WSP.
- The SC will communicate regularly with any subcommittees regarding projects which bear the WSP name or affiliation, its progress, budget, and any major decisions.
- The SC will formulate leadership transition plans for the WSP by the end of October for the following year.
- The SC will respond to the Administrative Assistant (AA) in a timely manor. The AA is dependent upon forthright communication from and to the SC.

WSP Administrative Assistant

- Take notes at meetings and publish notes.
- Communicate meeting information
- Finalize agenda
- Coordinate website updates - student workers to actually do the work
- Attend SC Meetings
- Field outside requests for WSP involvement to the SC
- Maintain the WSP List Serve
- Other tasks as requested.
- Maintain the inventory of WSP equipment and education products, alert the SC to any significant problems.
- Maintain a history of documentation for the WSP

Exhibit Coordinator

- Coordinate exhibitory (non State fair related)
 - This means
 - Scheduling check out of existing exhibitory.
 - Alerting the SC if repairs are needed.
 - This doesn't mean:
 - Staffing it all the time at programs.
 - Necessarily resolving all repair or other issues.
 - Deciding on what is in or not in an exhibit.
- Coordinate State Fair Exhibit(s)
 - Decide on and design of the State Fair Exhibit with input from SC.
 - Delegate exhibit design tasks.
 - Develop staffing plan.
 - Acquire staff needed to staff the exhibit.
 - Coordinate all the logistics.