

# Workgroup Chair Position Description

## Introduction

Thank you for your interest in serving as a (co/tri-) chair for an Iowa Cancer Consortium workgroup or committee. The success of the Iowa Cancer Consortium depends in large part on the ideas, activities, diligence, and decisions of its chairs and members. Past experience indicates that a workgroup's contribution is directly related to the direction provided by the chair, and so your leadership is critical. The following suggestions will guide you in this role.

## Responsibilities of a Workgroup Chair

Most workgroup chairs are appointed by their associated workgroup or Iowa Cancer Consortium staff. The workgroup chair works with an Iowa Cancer Consortium staff lead to set the date, time, and frequency of meetings and prepare the agenda. The proposed agenda is distributed to the workgroup by the staff lead in advance of the meeting, together with any attachments or resources related to the topics to be discussed. The chair(s) facilitates the workgroup meetings and guides the group through the agenda items and discussions.

Throughout the year:

- The chair(s), in partnership with the staff lead, plans workgroup goals, priorities, and activities in line with the workgroup purpose and grounded in the [Iowa Cancer Plan](#).
- The chair(s) facilitates and attends virtual meetings.
- If requested, the chair(s) provides the Board of Directors with a summary of activities during the past year, plans for the upcoming year, as well as any concerns or problems.
- The chair, in partnership with the staff lead, is encouraged to connect with members to better understand their goals of workgroup membership and what types of relevant content can be incorporated into workgroup meetings to help them in their cancer control work.
- The chair engages all workgroup or committee members in active participation.

Help from the Consortium staff lead will include:

- Helping to plan meetings
- Scheduling meetings
- Preparing and distributing minutes of meetings
- Distributing material to the workgroup whenever needed to keep members informed, particularly agenda material before a meeting

## Time Commitment

Approximately two hours per month, for at least one year.