

WI CHW Network Committee Co-Chair Responsibilities and Expectations

The action committees will work on the priorities identified in the workgroups with support and guidance provided by the committee co-chairs and advisory board. Each committee will be made up of CHWs and have two co-chairs that will guide and collaboratively facilitate the meetings. These are common roles and expectations that are shared across state CHW associations across the US.

Responsibilities:

- Prepare for each meeting accordingly (ex: review tasks)
- Co-facilitate the committee meetings
- **Administrative support and technical assistance will be provided by the WI CHW Network Coordinator.*
- Responsible for working with the committee members to create an action plan and strategies to accomplish the goals identified.
- Take notes
- Responsible for taking action and working on the issues identified in the workgroups
- Responsible for ongoing recruitment.

Expectations:

- Serve a two-year term.
- Commit to one hour a month = 12 hours/year.
- Must be available to attend and co-facilitate committee meetings on a quarterly basis in the afternoon.
- Able to facilitate meetings remotely via Zoom.
- Each committee must have at least one CHW as co-chair.
- Must contribute to association activities and be present at special events (ex: annual conference) and other projects when needed.
- This is a voluntary commitment and not paid.