



Working Group Chair

The EONS Working Groups are led by 2 chairs. One of them is an Executive Board member. Last mentioned will be selected by the board and has Board member responsibilities. The second chair goes through an application process. The Working Group Chair reviews and decides with feedback from the board. Membership of a Working Group, in whatever capacity, lasts for two years and may be renewed twice. Therefore a Working Group Chair lasts for a maximum of six years.

A **Working Group Chair** is responsible for informing other Working Group Chairs on activities of their group and is expected to uphold and further the professional reputation of EONS. . The Chair who is the Executive Board member representative is also responsible to update the Executive Board on the activities of the Working Group.

The two chairs will agree upon a division of labor between them.

Responsibilities of the Role

The Working Group Chairs agree to divide the responsibilities as stated below. In addition to these the Working Group Chairs are responsible for the core Executive Board Membership activities;

- Exhibit leadership in all activities as part of their role.
- Lead and support the members of the Working Group to meet objectives and subsequently achieve EONS strategic goals,
- Foster and promote teamwork within their Working Group.
- Provide mentorship to junior and senior WG members alike,
- Coordinate the activities of the Working Group within a mutually agreed timeframe,
- Work closely with the other Working Group Chairs and Co-Chairs,
- Attend regular Working Group meetings and coordinate reporting of WG activities and updates,
- Regularly meet with the Working Group members and work as a team,
- Regularly meet with the other chairs,
- Ensure that appropriate documentation is processed and kept up-to-date together with the whole Working Group, e.g. Terms of Reference, minutes, Working Group website,
- Together with a member of the EONS team, coordinate the arrangements for the groups meetings and should ensure that a record of the proceedings is produced and circulated to group members,
- Appoint an administrative or secretariat role (within the EONS team or within the group), and delegate some meeting responsibilities to this role, whilst overseeing the inputs and outputs.