Inclusion International’s working groups and discussion groups are spaces that aim to increase collaboration within our network and to create new opportunities for members to connect with each other.

Co-Chairs are convenors and facilitators of the big conversations and important topics that matter to our network – their role is bringing together members from all stages in the journey towards inclusion to have open discussions, collaborate, and learn together.

Co-Chairs will play an important role facilitating discussions on important topics, encouraging collaboration and mutual learning, and identifying emerging leaders within their groups.

Role of Co-Chairs

The main goals of a Co-Chair within their working group or discussion groups are:

- To help members connect with each other and work together on the big issues they care about
- To create inclusive spaces where members feel comfortable having open and honest conversations
- To listen for innovative practices from our members to profile within and beyond our network
- To identify new and emerging leaders from within groups
To create a supportive environment for members to learn together, recognizing and understanding that every member is at a different stage on their journey to inclusion

Co-Chairs do not need to be a technical expert on the topic of their group. While familiarity with the issue or topic is important, Co-Chairs are facilitators of conversations – not teachers.

Being able to recognize and balance differing viewpoints and opinions and to create a dialogue among members is a more important skill set for a Co-Chair than being an issue area expert.

**Work of the Co-Chairs**

In addition to their broader convening and facilitator role, Co-Chairs will also have a role in helping to keep their group running.

Co-Chairs of a working group might also do tasks like:

- Helping prepare the group’s work plan for the year
- Leading sub-groups that are working on a specific piece of work
- Identifying relevant resources and tools to share with the group
- Starting discussions about relevant topics on the email list

Co-Chairs of a discussion group might also do tasks like:

- Setting dates for discussion group meeting
- Collecting suggestions from group members about potential session topics
- Working with the Inclusion International staff team to identify members who can present their work during discussion group sessions

- Preparing discussion questions for group meetings

Co-Chairs are also the link between their group members and the Inclusion International staff.

**Support for Co-Chairs**

Each working group or discussion group will have a contact person from the Inclusion International staff team who can provide technical support to the group when needed.

Co-Chairs from across the different groups will also have the opportunity to come together periodically for professional development and networking opportunities in a group Chaired by Sue Swenson, Inclusion International’s President.

**Time Commitment**

The Co-Chair role will take an estimated 3-5 hours per month.

Each working group and discussion group will have 2 or 3 Co-Chairs, and Co-Chairs can decide amongst themselves what division of labour for supporting the group works best for them and support each other and fill gaps during busy times.

**Contact**

For any other questions about the Co-Chair role, please contact Kimber at kimber@inclusion-international.org.