

Inclusion International Co-Chair Job Description

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.