

### **Roles & Responsibilities for Chairs & Leaders**

- Provide oversight for project or task and move initiatives forward to meet the goals of the group in a timely manner and within established timeframes.
- Ensure timely rotation of membership.
- Work with a diverse group/committee/task force to meet assigned charge and outcomes.
- Engage all group members in regular meetings, discussions, and activities.
- Secure funding for project proposals, as needed.
- Delegate work assigned to the group and monitor progress.
- Establish meeting agendas, schedule meetings, assign tasks and responsibilities.
- Provide written or verbal reports on the progress of the work as appropriate.
- Build and maintain a sense of teamwork and ownership amongst group members.
- Involve all members in task assignments and decision making.
- Establish a centralized, shared collection of the group's guiding documents and resources.
- Update *Info Hub* LibGuide regularly.
- Involve library and campus colleagues in the work of the group, as appropriate, in order to promote transparency and encourage participation.

### **Roles & Responsibilities for Sponsors**

- Develop a draft charge.
- Identify a Chair or Leader.
- Invite membership.
- Work with Chair or Leader to ensure timely rotation of membership.
- Attend meetings, upon request.