

Roles and responsibilities

Chairpersons and vice-chairpersons

- **What is your task?**
Your task is to manage the activities of the working group, ideally as a management team.
- **What is expected of you?**
You are expected to take responsibility for the work of the working group.
- **What do you do get out of it?**
You learn a lot about network management. You get access to a strong network that includes both experts and decision-makers in the Nordic region. You enhance your CV.
- **What does your company get out of it?**
Your company gets access to knowledge, unique skills development, and a unique high-level network.
- **What requirements do we make?**
We require that you assume responsibility.
- **Which meetings are you expected to be a chairperson or a vice-chairperson?**
You are expected to attend about two meetings annually in your own working group and one meeting annually with NVF's Association Board.
- **For how long will you be a member of the working group?**
It depends on the period for which the working group has been set up, but not more than four years, as the NVF period is 4 years long.
- **Do you get paid for your work?**
No, you do not get any payment for your work.
- **Do you get any support?**
You are always welcome to contact your national NVF Secretary or the Secretary of the Association Board if you encounter any challenges, have questions, good ideas or need help to cope with a situation.



Responsibility of the chairperson

The chairperson is responsible for:

- Coordinating the work of the working group
- Ensuring that the work complies with NVF's strategy
- Ensuring that an action plan is prepared for the entire period
- Ensuring annual (1 November) follow up on the group's work (using the same template as the action plan)
- Ensuring that the working group works in accordance with the policies adopted by the NVF Association Board (i.e., rules for the working group, NVF's language policy, the Nordic and national NVF statutes)
- Ensuring that a working group meeting is convened for all members of the working group at least once a year
- Ensuring commitment from members of the working group
- Ensuring that non-active members are contacted to discuss their continued participation in the working group
- Ensuring that open Nordic seminars are organized during the period
- Ensuring that the working group's decisions are followed up as well as the decisions of the NVF Association Board concerning the working group
- Ensuring that the working group's pages on NVF's website are up to date
- Ensuring that the working group participates in the planning and implementation of the congress 'Via Nordica' that is organized every four years
- Attending the annual association meeting where NVF's working group chairpersons and vice-chairpersons and NVF Association Board convene
- Parts of the work can be delegated to the vice-chairperson and members of the working group, but the chairman is responsible for following up the work.

Qualifications:

The chairman of a working group must have the following qualifications:

- Knowledge of group dynamics
- Experience with project management and/or line management
- Knowledge of English and the main Nordic languages (Danish, Norwegian, Swedish)



Responsibility of the vice-chairperson (*former secretary*)

The vice-chairperson is responsible for:

- Assisting the chairperson and carrying out the tasks that the chairperson and the vice-chairperson have agreed should be handled by the vice-chairperson
- Preparing (drafting) agendas and taking decision minutes from the meetings of the working group
- Convening meetings and be in close contact with the members of the working group
- Keeping in close contact with NVF's webmaster and ensure that documents are uploaded to the working group's pages on NVF's website and that these pages are updated
- Ensure that the membership database is up to date
- Attend the annual association meeting
- Ensure that the working group participates in the planning and implementation of 'Via Nordica'

Qualifications:

- Ability to work systematically
- Knowledge of group dynamics
- Preferably experience with project management and/or line management
- Knowledge

