Roles and Responsibilities of a Working Group

*We recommend that you create a small group of steering members who will meet monthly. This group will then determine the agenda and activities of quarterly meetings with the General Members.*

**\*Steering positions**

**\*Co-Chairs:** Provide leadership and strategic direction, overseeing collaborative efforts and ensuring alignment with the group's objectives. They facilitate effective communication, resolve conflicts, and monitor progress, and drive initiatives aimed at advancing the group's interests within the broader industry landscape.           \*Recommended tenure, one year

**\*Notetaker:** Responsible for recording key discussions, decisions, and action items during working group meetings. They organize and maintain comprehensive meeting minutes to ensure a clear record of discussions and follow-up tasks.

**\*Fundraiser:** Spearheads the group's efforts in securing financial support and resources to fulfill its initiatives and projects. They identify and engage potential sponsors, donors, or partners, cultivating relationships and devising fundraising strategies for activities and events.

**\*Recruiter:** Serves as the primary point of contact and advocate for the working group within the industry. They actively cultivate relationships, and recruit new members or partners to enhance collaboration and strengthen the group's network.

**\*MBE Representative:** Certified MBE (Platinum preferred) with relevant knowledge and  expertise who can act as a representative for other MBEs.

**General Members:** Requires active participation in meetings, discussions, and initiatives aimed at advancing the group's objectives. They will also collaborate with fellow members, adhere to shared goals, and support the implementation of strategies to drive collective progress.