

## || COMMITTEE PARTICIPANT ROLE DESCRIPTION

P-CoC committees are ad-hoc committees. The Governing board determines the continuity of a committee and the establishment of a new committee based on the organization's needs. The work of all participants (officers, team leads, and volunteers) are under the purview of the Governing Board.

***Below are the summarized \*roles and responsibilities of participants:***

***Committee Coordination Officers:*** Officers oversee the delivery of projects to align with the organization's specific strategy as determined by the governing board. Officers keep the team organized and focused on the project and goals aligned with the mission and typical plan. The officer communicates with the team about projects, events, or campaign expectations and goals. Officer collaborates with participants to work on tasks collectively or separately as needed. Officers manage deadlines and progress across the team to ensure the project is delivered timely. Officers work with team leads to organize third-party providers and services to provide resourceful elements to programs and projects.

***Team lead:*** Team leads' support and guide committee officers in driving the committee's projects to align with the organization's operational structure's overall model. Team leads play a role in managing assigned subgroups or projects. The process allows for increased productivity and success in the work of the committee. Team leads help in distributing information to team participants and stakeholders. Team leads also help in coaching team participants in the varied aspects of the work of the organization.

***Chief and Active Participants:*** Chief and Active participants play a role in the implementation of the committee's work. Participants lend their expertise, resources, and others to help in the committee's initiatives and work. Chief participants may perform the role of jumping in to pick up team leads' responsibilities when needed.

*\*Roles and Responsibilities are subject to change by the discretion of the Governing Board*

