



## **EONS Working Groups: Chairs' Responsibilities**

### **WG Chairs' Responsibilities**

The two chairs are equally responsible for the delivery of the work. EONS chose to have two chairs so they can share the workload as well as share ideas. The chairs would be responsible to:

- write/update the WG terms of reference following discussion with the group
- write/update the work/activity plan for the group, ensuring that the future work plan is linked to EONS strategic plan
- arrange quarterly meetings (i.e. four per year) by TC – one meeting could be in person if the majority of the group is attending a conference/congress
- set the agenda & write a summary note or action points before ending the meetings, so there is consensus from the whole group
- present a brief update of the WG activities at each Board meeting
- monitor the work of its allocated TGs & report on these to the Board, especially any problems, using the exception report
- assist the Board in setting its strategic plan by providing timely expert inputs to that work
- regularly update all relevant web pages on EONS website
- chair to liaise with Trustees regularly regarding issues.