



WORKING GROUP LEADER GUIDELINES

Minimum 2 year commitment

Responsibilities

- **Attend** all working group meetings
- **Work** with the MiCHWA Project Director on meeting agendas prior to meetings
- **Facilitate** conference call meetings
- **Assist** with projects or follow-up items from group meetings, when necessary
- **Take initiative** to build relationships with group members, when possible
- **Provide** feedback on group activities and materials to volunteers, group members, and the MiCHWA Project Director
- **Join** the Steering Committee, and become an active Steering Committee member (see Steering Committee Guidelines for more)

Approximate Time Commitment

- **Working Group Time:** 2-3 hours/month
- **Steering Committee Time:** 2-3 hours/month (if an in-person meeting month, 6 hours)