

## **Roles and Responsibilities for Community of Practice Members and Chairs**

### **1. Role of CoP Members**

- Make effort to attend and participate at scheduled meetings, with the understanding that not every member will be available to attend all meetings
- Provide input and insights on topics discussed at the meetings
- Suggest ideas for future topics of conversation or special projects

### **2. Role of the CoP Chairs in Supporting Communities of Practice at McMaster University**

A number of studies have found that the most important factor in a community's success lies in the leadership abilities of the chairs (Wenger, McDermott & Snyder, 2002). CoP chairs perform a variety of functions including:

- Identifying important issues in their domain;
- Planning and facilitating community events;
- Creating informal connections between community members;
- Fostering the development of community members;
- Managing the boundary between the community and the formal organization;
- Building the practice—including the knowledge base, best practices, tools and methods, and learning events.

#### ***Specifically, McMaster CoP chairs agree to:***

- Maintain a list of members;
- Hold a minimum of four meetings, activities and/or events per calendar year (the number will be determined jointly by the CoP);
- Have at least one chair or co-chair person present at each meeting;
- Assess the health of the community and evaluate its contribution to members and the organization by tracking membership (both number of members, length of membership), activities and participation rates; conducting interviews with CoP members; and providing evidence of CoP impact on members' knowledge and practice.

### **3. Role of the CLL in Supporting Communities of Practice at McMaster University**

Under the direction of the CoP Chairs, the CLL agrees to:

- Organize room bookings;
  - The CLL has board meeting style table available for booking, as well as our Teaching Commons Inquiry Classroom (equipped with SmartBoard and laptops). Please book through CLL Events Coordinator (clevvents@mcmaster.ca)
- Make announcements;
  - We can arrange for our Events Coordinator to send reminder emails to your CoP distribution list 2 weeks before, and 2 business days before your meetings. If you would like content included in these emails, please send it to clevvents@mcmaster.ca three weeks before your meeting
- Make photocopies for meetings;
- Host and support a database to track membership and events;
- Host and support a virtual space (e.g. wiki, Avenue course) for each community of practice;
- Provide coffee, tea, water and cookies for meetings held in CLL space.