University of Cincinnati: Leading in the 21st Century
Action Team Convener Role Description
(Draft 3/8/04)

Major Goal
The Conveners will be responsible for leading an Action Team (AT) in such a manner that the AT creates recommended action steps consistent with the vision outlined in the Themes and Imperatives document at the February 24th Town Hall Meeting.

Leadership
1. The Conveners will lead the AT to create action recommendations for consideration by team so that the vision for the University of Cincinnati is achieved.
2. The Conveners will conduct meetings in a manner that promotes dialog among participants so that different viewpoints are respectfully considered and recommendations represent the best thinking of the group.
3. The Conveners will be responsible for creating a work group environment that promotes mutual trust and respect, and is respectful of the time AT members commit, so that all participants believe their contributions are valued and valuable.
4. The Conveners will work with other members of the AT to seek out and include diverse groups in the AT discussions so that the AT benefits from the rich variety of the University and Cincinnati community.
5. The Conveners will challenge their group to make decisions and recommendations that are fact-based so that the impact of perception, bias and “turf” is reduced.

Communication
1. The Conveners will assure that communication happens with other AGs and other constituencies so that all AGs can benefit from, leverage and avoid overlap with the work of other AGs.
2. The Conveners will assure that communication happens at agreed upon times, using agreed upon methods so that good order is maintained and the aggressive time line for this project can be met.
3. The Conveners or their designee will assure that materials posted to the web by other AGs are available to their own team members. In addition, the Conveners or designee will see to it that requests for review and feedback by other groups is done according to timelines so that information flow bottlenecks are reduced or eliminated.

Coordination
1. The Conveners or their designee will coordinate the resources necessary to achieve the purpose of the AT.
2. The Conveners will coordinate the activities of a "note-taker". These positions can be filled by any member of the committee or by the conveners themselves.