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;
  o 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 (cllevents@mcmaster.ca)
☐ Make announcements;
  o 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 cllevents@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.