



## Interest Group General Description

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### **Purpose:**

Global Social Service Workforce Alliance Interest Groups are task-focused and result-oriented groups, launched by the Steering Committee, in order to address an area of specific interest or concern to the Alliance. The tasks of the Interest Groups include:

- 1) Gathering and consolidating information on a specific topic
- 2) Making recommendations to the Steering Committee for specific Alliance activities and/or products intended to advance knowledge, discussion, and/or solutions related to a specific topic
- 3) Managing the implementation of activities or the development of products on behalf of the Alliance

### **Membership:**

Interest Groups will include two co-chairs appointed by the Steering Committee. The membership of the Interest Groups will be self-selected. The members will work together to:

- Share current activities of each participant in the selected topic
- Identify top issues, deliverables, timelines, costs and develop a detailed work plan including results framework (with performance indicators), budget (including partners contributions), and human resources needs
- Agree on the working language, procedures of collaboration (frequency and forms of meetings)
- Work as a team to deliver the products/activities that have been agreed in the work plan

### **Role of Co-Chairs:**

Interest Group co-chairs should have a strong technical background in the Group's topic, excellent group facilitation skills, a good awareness of Alliance activities, and a commitment to the Alliance mission and inter-agency approach.

Chair responsibilities chairs include:

- Helping to recruit Interest Group members for specific tasks and projects
- Facilitating meetings and ongoing communication among group members
- Working with group members to develop strategic objectives and work plans within the first three months of group formation, leading to concrete activities or products
- Working with the Steering Committee to raise funds for interest group activities and projects
- Facilitating the implementation of the interest group action plan, including engaging members in the completion of collectively agreed upon tasks in accordance with the timeline
- Coordinating the submission of regular updates on group activities to the Steering Committee and Coordinator
- Facilitating contributions from group members of information for Alliance E-Updates or participation in other forums, such as webinars
- Assisting with advocacy and dissemination of working group products