



Steering Committee Roles and Responsibilities

- a. Steering Committee Chair/Co-Chairs**
 - i. Facilitate Steering Committee planning and setting overall direction
 - ii. Lead the Steering Committee's development of network-wide collaborations, and model cross-center collaboration through direct and visible actions
 - iii. Generate and facilitate discussion among PIs and the Coordinating Center to help develop short and long term plans to achieve priority performance indicators
 - iv. Coordinate with funders to clarify expectations and assure that Steering Committee activities are in line with these expectations
 - v. Assure that the Steering Committee is adhering to agreed-upon timelines and is accountable in meeting benchmarks
 - vi. Proactively facilitate potential network-wide collaborations and among multiple centers.
- b. Individual PIs**
 - i. Attend and actively participate in Steering Committee planning and discussion to stimulate collaborations
 - ii. Actively participate in at least one signature project(s) and at least one workgroup
 - iii. Provide leadership within their own centers, to identify and bring other network faculty resources/talent into the collaboration process as appropriate
- c. Steering committee as a whole**
 - i. Ensure CPCRN activities are in alignment with the mission, vision, logic model/performance indicators, and funder expectations
 - ii. Stimulate and assure cross-center collaboration to assure the network adds overall value
 - iii. Move forward/participate in discussion of action plans to generate signature CPCRN projects/products
 - iv. Actively participate in work groups to contribute to specific plans to produce signature projects/products
 - v. Discuss all potential signature projects, approve final selections and provide feedback in the planning and development of these projects.

UNC Coordinating Center Roles and Responsibilities

- 1. Facilitate function of CPCRN workgroups and Steering Committee
 - a. Work closely with the Steering Committee and Steering Committee Co-Chairs to ensure CPCRN activities are in alignment with the mission, vision, logic model/performance indicators, and funder expectations
 - b. Manage conflicts as they arise
 - c. Schedule and/or obtain call-in numbers for conference calls for workgroups and Steering Committee
 - d. Post workgroup minutes on the website (see #4 below)
 - e. Targeted literature searches for CPCRN workgroups, if requested
 - f. Other tasks as determined by workgroups

2. Meeting planning and facilitation
 - a. Compile and distribute meeting agendas
 - b. Select meeting venues (e.g., negotiate with hotel, reserve meeting rooms and blocks of sleeping rooms)
 - c. Reserve needed audiovisual equipment and coordinate presentations with speakers
 - d. Record and distribute Steering Committee minutes

3. Develop and maintain Network website
 - a. Maintain current calendar, including workgroup and Steering Committee conference calls, meetings, and events of interest to the Network
 - b. Post meeting minutes
 - c. Post funding opportunities
 - d. Update member directory
 - e. Post PowerPoint presentations from Network meetings
 - f. Update workgroup information and membership
 - g. Maintain automated functions allowing workgroups and the Steering Committee to send emails via the website

4. Prepare and help draft documents related to the CPCRN policies and procedures
 - a. Logic model [approved on 6/27/05]
 - b. Performance indicators [draft submitted to Steering Committee for input]
 - c. Authorship guidelines [draft submitted for Steering Committee approval]
 - d. Affiliate member rules [draft in development]
 - e. Other documents as designated by the Steering Committee

5. Development and implementation of marketing and communications plan for the Network

6. Prepare summary documents and presentations about the CPCRN

7. Coordinate CPCRN evaluation
 - a. Evaluate progress of Network
 - b. Hire independent contractor to evaluate satisfaction with UNC Coordinating Center