

The “Duties” of a CWG Co-chairperson

AN EXAMPLE OF TASKS: MAY 2010 CWG MEETING WITH U.S. TRANSPORTATION SECRETARY LAHOOD on PARK ROW

- Fielded inquiry from White House.
- Checked with full CWG, Transportation Chair, CBS before responding
- Worked with Chatham Sq. residents to bring Secretary to Park Row
- Arranged two conference calls to ensure input from stakeholders.
- Helped draft letter to Secretary w/ Transportation Chair w/ input from many
- Liaised with USDOT, Secret Service, CBs, electeds, press leading up to event
- Drafted background materials on CWG for press and attendees.
- Helped facilitate discussion so it would be led by Chatham resident.
- Fielded and Directed press inquiries afterwards to residents of Chatham Sq. Enormous attention brought to issue of Park Row closure.

“DUTIES” INCLUDE:

MEETINGS

- Help to coordinate prep for Full CWG meetings - schedule, location, posting on website, planning agenda
- Email reminders to community regarding upcoming CWG meetings
- Help to ensure quorum at Full CWG by contacting voting members directly before monthly meetings encouraging them to attend.
- Help to set up meeting room.
- Help to ensure meetings are consistent with CWG principles (open, transparent and democratic)
- Moderate discussion at Full CWG Meetings. Attempt to maintain civility.
- Help to ensure key decisions are made with the participation of the full CWG
- Help to ensure attendance is taken.
- Ensure there is follow-up between meetings. (very important!)
- Help to ensure minutes are taken at Full CWG meetings.
- Review minutes of Full CWG and post on website.

MATERIALS

- Help to coordinate sufficient copies are made, attendance is taken, votes are registered....
- Help to ensure presentations are accessible.
- Create, update stationary for CWG

OUTREACH

- Draft regular progress reports sent to the full CWG
- Help to ensure membership is a cross-section of community (not just like-minded)
- Meet in-person with interested parties
- Draft letters of introduction, call interested parties
- Help to address inquiries about membership in accordance with CWG guidelines.

MILESTONES

- Help to ensure full CWG and its Working Teams meet agreed upon deadlines.
- Help to ensure community at large is aware of deadlines and planning process.

WORKING TEAMS

- Help to coordinate among and facilitate between Working Teams' Chairs.
- Help to ensure all Working Team meetings are posted.
- Help to address Working Teams' questions at the meetings themselves.

THREE COMMUNITY BOARDS (co-sponsor of 197a Plan)

- Help to ensure active participation by all three CBs in CWG planning process.
- Coordinate among 3 CBS, dozen CB Committees and 5 CWG Working Teams

ELECTEDS / GOVERNMENT AGENCIES

- Help to liaise between CWG and Govt. Agencies (DCP, EDC, etc)
- Help to liaise between CWG and electeds.

MEDIA

- On-call 24/7 to address media questions.
- CWG is a new entity. Confusion about its process is very common.
- Prepare materials to keep public informed about CWG process (e.g. FAQs)

FUNDRAISING

- Work with CWG Finance Committee to develop and implement fundraising strategies.
- Help to identify fiscal sponsor given CWG is not 501c3.
- Arrange for Finance Committee and Full CWG to interview candidate.
- Liaise between CWG and fiscal conduit
- Identify potential foundations and deadlines.
- Draft Letters of Intent for Grants.

PLANNING CONSULTANT

- Repeatedly badgered city and LMDC for 18 months to obtain "promised" \$150k for CWG Planning Consultant
- Liaise on behalf of CWG with sub-recipient of LMDC grant
- Convened and helped to facilitate CWG Planning Consultant Committee's deliberations (re. "scope of services", "scoring matrix", selection process)
- Report to Full CWG on recommendations of Planning Consultant Committee for feedback and/or endorsement

TOWN HALL

- Help to coordinate all aspects of organizing town hall
- Identify and secure location
- Identify, secure and (pay) for translation services
- Coordinate outreach (designing fliers, copying materials, postings, press inquiries...) e.g. Confucius Plaza
- Coordinate purchase refreshments, lotto tickets.
- Help prepare presentations (powerpoints, charrettes etc)
- Help to moderate discussion
- Available to address media questions
- Help coordinate follow-up

MORALE / APPRECIATION: Express gratitude in public and private for everyone's participation / contributions to our community. (Never take it for granted.)