April 2013, Roles and Responsibilities ccNSO Chair, Vice-chairs and Council member

Administration of ccNSO | Responsibilities | Comment

Cluster	Task	Chair	Vice Chair	Council (WG)	Comment
Management & Oversight	Chair Council meetings	x			
	Chair ccNSO meetings	X			Current practice (meeting programme wg proposes agenda, select session chairs. Opening and closing chair ccNSO)
	Formal liaison with staff on members' meeting agendas and logistics	X		Liaison program WG, Vika	
	Formal liaison with staff on council meeting agendas and logistics	x	X		
	Formal liaison with staff on meeting minutes	x			
	Managing formal approval of new membership applications			Roelof/Katrina	
	Liaison with staff on general management issues	X	X		For example travel Funding, meeting organisation, escalation.
	Management of ccNSO framework of roles and responsibilities	X			Process to be documented to manage and maintain framework of roles and responsibilities
	Manage/oversight ccNSO 2-3 year workplan	x			Mechanisms and process needs to be defined
	Formal oversight of cc PDPs			All	
	Formal oversight and management of working groups			All	Pursuant to WG guidelines
	Formal oversight of Board selection and Council election process			All	Pusunat to Guidelines and ICANN Bylaws
	Formal appointment of liaisons and NomCom rep			All	
	Formal management of position paper drafting and adoption			Becky	Guideline on ccNSO Statements
	Oversight of Management of ccNSO internal defined processes	x			Support staff manages most internall processes. Oversigh linked with formal liaison etc with ccNSO support staff and assisit support staff in ICANN internal processes.
	Triage Committee			Byron, Mary, Margarita	Advising Council specific action, process defined in Guideline work plan
	Oversight Prioritization	X			Prioritizatoin of work items, process defined in guideline work plan
Coordination	Informal coordination of assigned activities within ccNSO	x			With increased distribution and delegation, need for coordination will increase/two sides: coordination of activities of members and volunteers, coordination of activities between staff and membership
	Informal coordination of activities between SO/AC's	x			Letters as example/lead by chair, to be conssitent with role as formal liaison with ACSO chairs
	Informal coordination of Board relationship	x			Briefing paper/ Follow-up on Board requests, linked with formal and informal relation with Board.
	Coordination ccNSO-GNSO Council lunches			Mary, Roelof	

Relational Activities				**Responsibilities**	**Comment**

Cluster	**Task**	**Chair**	**Vice Chair**	**Council (member)**	
Representation	Formal Liaison with Board	x			Article IX bylaws, ccNSO Documentation, letters, presentation, invite opinion or participation/Follow-up on Board decisions directed at the ccNSO, process needs to be developed. Should include briefing of Boards intentions. Currently filtered through staff.
	Formal Liaison with ACSO chairs	x			To discuss joint views on issue or logistics for public meetings, ICANN staff driven, ICANN email list
	Formal Liaison with GAC chair	x			Formal, ccPDP driven
	Formal liaison with ICANN ccNSO staff			Roelof	ccNSO participation in ICANN processes or making input by letter or publically expressing opinion.
	Preparation of ccNSO report			Hong	
	ccNSO Report	x			To put formal ccNSO position at each ICANN meeting
	Speaking Engagements			All	Represent ccNSO, to be decided based on invitation
	Board meetings and ACSO lunches/breakfast meetings			All	Represeting formal ccNSO position, to be decided per topic
Engagement	Informal liaison with Board and Board members			All	Clarify position of, seek opinion, or engagement in, ccNSO, Council or (groups of) members
	Informal liaison with GAC members			All	
	Informal liaison with ACSO chairs	x			Inform ccNSO of activities and canvass views of other SOs and Acs on any issue
	Informal liaison with GAC chair	x			Meeting and issue driven, seek input from GAC on work of ccNSO and other issues
	Informal liaison with non-ccNSO support ICANN staff			All	Engage ICANN staff in processes and activities of ccNSO and influence outcome of ICANN processes