Administration of ccNSO   Responsibilit

Cluster	Task	Chair	Vice Chair
Management & Oversight	Chair Council meetings	x	
	ccNSO meetings		
	Formal liaison with staff on members' meeting agendas and logistics		
	Formal liaison with staff on council meeting agendas and logistics	x	
	Formal liaison with staff on meeting minutes	x	
	Managing formal approval of new membership applications		
	Liaison with staff on general management issues		
	Management of ccNSO framework of roles and responsibilities		
	Manage/oversight ccNSO 2-3 year workplan	x	
	Formal oversight of cc PDPs		
	Formal oversight and management of working groups		
	Formal oversight of Board selection and Council election process		
	Formal appointment of liaisons and NomCom rep		
	Formal management of position paper drafting and adoption		
	Oversight of Management of ccNSO internal defined processes	x	
Coordination			
	Informal coordination of assigned activities within ccNSO	x	
	Informal coordination of activities between SO/Acs	x	
	Informal coordination of Board relationship	x	

ties	Comment
Council (WG)	
	Current practice (meeting programme wg proposes agenda, select session chairs, and opening closing chair ccNSO)
Roelof	
	For example travel Funding, meeting organisation, escalation.
Roelof	Process to be documented to manage and maintain framework of roles and responsibilities
	Mechanisms and process needs to be defined
Hiro	
Hiro	Pursuant to WG guidelines
Roelof	
Roelof	
Becky	Process needs to be developed.
	Support staff manages most internall processes. Oversigh linked with formal liaison etc with ccNSO support staff and assisit support staff in ICANN internal processes.
	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
	Letters as example/lead by chair, to be conssitent with role as formal liaison with ACSO chairs
	Briefing paper/ Follow-up on Board requests, linked with formal and informal relation with Board.