

## UNHCE IITs/IPTs Chair Job Description

Purpose: Lead team members in achieving intended program impacts that address an interdisciplinary issue.

Term of service: Chair – 20% commitment  
Co-chair – 10% commitment (minimum expectation)  
May 1, 2004 to October 1, 2006

Skills needed: Group facilitation  
Project management  
Networking/connecting  
Verbal and written communication  
Performance management  
Issue expertise  
Conflict management  
Program development, implementation, evaluation and reporting

Responsibilities:

- Appropriately involve stakeholders in team work
- Develop with team members a logic model detailing intended team impacts and a process for achieving and measuring them
- Review existing gap analysis data and incorporate other applicable data as identified with respect to the issue
- Work with team members to determine an appropriate and clearly descriptive name for the team
- Develop with team members impact indicators for statewide reporting on the issue
- Develop with team members a revenue generation/funding and expenditure portfolio for the team's work
- Carry out the programmatic educational work of the team using the most appropriate methods (i.e. workshops, distance education, print media)
- Provide a quarterly update to the UNHCE Program Council on team efforts
- Provide an annual impact report to the Program Council and Associate Director
- Provide performance appraisal feedback for each team member
- Build connections for team members to carry out their work
- Facilitate team growth and development (individual and group)
- Practice shared leadership and leadership through empowerment
- Ensure professional development for team members to enhance issue programming
- Involve UNH campus expertise (i.e. consultants, evaluators) in addressing the issue