



# Co-Chairs of the Cochrane Steering Group (CSG)

## Job Description

**Date Approved:** June 2015

### General description

Cochrane's Steering Group has two Co-Chairs, to share workload, utilize complementary skills and experience, and permit continuity through the Co-Chairs stepping down in alternate years.

Anyone who holds or has held a leadership position within Cochrane is eligible to apply for the position of Co-Chair.

An election for Co-Chair is held annually from amongst the members of the organization. Responsibility for selection of the most appropriate person from amongst the nominated candidates rests with the Steering Group.

### Responsibilities

Co-Chairs agree upon an appropriate division of responsibilities, which include:

- Chair meetings of the Steering Group.
- Chair Cochrane's Annual General Meeting.
- Ensure and facilitate strategic planning by the Steering Group.
- Advise and guide the CEO, the Editor in Chief and CET staff in working towards delivery of the Cochrane's *Strategy to 2020*.
- Serve as official spokesperson(s) for Cochrane and the Steering Group, with the authority to delegate this responsibility to others.
- Represent Cochrane at meetings with current and potential funders, and other agencies as required.
- Respond to issues raised by members of the organization, outside the remits of the CEO and the Editor in Chief.
- Pursue those initiatives and projects agreed by the Cochrane Steering Group to be the responsibility of the Co-Chairs.
- Conduct performance appraisal for the CEO.

### Accountability

The Co-Chairs are accountable to the Steering Group, and to the members of the organization.

## Attributes

The Co-Chairs are expected to have leadership skills, to be fully consultative, to have vision, to be adept at dealing with people, to be able to solve problems and resolve conflicts effectively, to communicate well, and to be able to represent Cochrane in a variety of different settings. Experience of membership of the Steering Group is advantageous but not essential.

## Recruitment process

Candidates should be nominated by three active members of the organization, including a current member of the Steering Group. Nominators should describe the capacity in which they know the nominee, why they consider the nominee to be an appropriate candidate in the light of this job description, and the extent to which they think the nominee has the necessary attributes. Steering Group members may only nominate one candidate each.

## Remuneration

Cochrane's Articles of Association allow the organization to remunerate its Co-Chairs, where necessary, for work conducted on behalf of the organization, up to a maximum of two days per week, pro rata. This cap is set by the organization and reviewed as necessary.

## Documentation

In response to the call for nominations, the following documentation is required to be sent to the CEO's Office by the specified deadline, in time for the nominations to be considered by the Steering Group, and for the selected nominee to be ratified at the Annual General Meeting during the Colloquium:

- A written response to a set of prearranged questions with regard to suitability for the position; this should have been shared beforehand with the three nominators.
- Written acceptance of the nomination, and commitment of sufficient time.
- Statements from the three nominators (see previous paragraph).

## Time commitment

There is a need for an absolute minimum of eight hours per week for the Co-Chairs combined, but with an expectation that a combined total of up to thirty hours per week might sometimes be needed (not including the full-time requirements at the times of the two face-to-face CSG meetings per year).

## Term of office

The Co-Chairs hold office for two years. They may continue to hold office for a further two-year term with the majority approval of the Steering Group. However, an invitation for alternate nominees to the Co-Chair position would still be issued and, if other candidates are proposed, an election by the Steering Group would be held.

## Further information:

See [Section 1.1.3.1 of the Cochrane Organisational Policy Manual](#).

## Information for prospective candidates in the election for the position of Co-Chair of the Cochrane Steering Group

1. Members of the Steering Group constitute the board of trustees and, as such, have legal responsibilities to Cochrane, a registered charity.
2. There is no limit to the number of candidates, who should hold or have held a leadership position within the organization.
3. Co-Chairs are elected for a period of two years. They may stand for election for a second two-year term, but no longer.
4. Steering Group members are eligible for reimbursement of travel and accommodation expenses incurred in attending Steering Group meetings.
5. People considering standing for election are strongly encouraged to find out what is involved, before they stand, from a member(s) of the Steering Group, and also by speaking to the Chief Executive Officer.
6. Members of the Steering Group are expected to attend its meetings and teleconferences, and to participate in the work of its sub/advisory committees as required.
7. Nominations should be e-mailed to the CEO's Office by midnight UK time on [date to be agreed].
8. The Steering Group's recommended choice of Co-Chair will be put to those attending the Annual General Meeting during the annual Colloquium for ratification.

## Questions to be completed by candidates for election to position of Co-Chair of the Cochrane Steering Group

Statement from: [Name]

[Date]

1. Please describe how you first became involved in Cochrane and your subsequent contribution to its work.
2. Have you helped to prepare or bring into practice a Cochrane Review? If so, what was your involvement?
3. Please describe leadership roles that you have held within Cochrane and in other relevant contexts, with examples of successful leadership.
4. What experience do you have of committee work, both within Cochrane and nationally and internationally (particularly at the policy-setting level)?
5. What do you think would make you an effective Co-Chair of the Steering Group?
6. Acting as Co-Chair of the Steering Group requires a consultative approach to decision-making. Please illustrate how you would do this.
7. How do you see Cochrane and/or the Steering Group developing or changing in the future (i.e. what is your 'vision'), and why?
8. As Co-Chair, you would be expected to solve problems and resolve conflicts. How would you approach this aspect of the role?
9. In the role of Co-Chair, you would be expected to represent Cochrane in a variety of settings; have you any experience of this or similar representation? In this context, please illustrate your ability to communicate successfully with a range of audiences.
10. For individuals seeking re-election as Co-Chair: What do you think you have contributed to the work of the Steering Group during your previous two-year term of office?

**I confirm that I wish to stand for election to the position of Co-Chair of the Cochrane Steering Group and that, if elected, I would be able and willing to commit the necessary time and attention to the role.**

**Signed:**