

Council Paper 140421-1

Council cochair

The role of Council cochair is a unique opportunity to work closely with the Cochrane community, the Governing Board, Editorial Office and Senior Management Team. The role includes briefings on strategic and operational matters. Council cochairs are often involved in working groups, analytic work and may be requested to present or speak on behalf of Council and the Cochrane community at AGM or Governance Meetings. Council cochairs serve the interests of the Council and act as liaison between Cochrane leadership and Council members.

It is a position that benefits from establishing and maintaining trust, constructive working relationships, and impartiality within and across Cochrane leadership groups. Of course, there are regular meetings as communication is the primary driver of the cochair role. The meeting schedule is semi-regular.

Senior Management Team: 6-8 weekly

These meetings tend to be an hour of informal discussion and mutual reporting. Minutes in a formal sense are not kept, action items are noted.

Board cochairs: quarterly

These are also informal 60 minute meetings, in the form of a 'check in' style in which there is no formal agenda. These are a unique opportunity to update the Board cochairs on Council matters, interests and operations, and to hear what topics are on the Boards radar. There are no minutes for these meetings, action items are raised and noted.

Council meetings: quarterly (two day long in person meetings at Governance Meetings and Colloquium and two 1,5 hour two teleconferences, more frequently if needed). Veronica Bonfigli, Council's administrative support officer, sets up Council meetings, tracks action items and drafts the agenda. Prior to Council meetings, an email goes out to Council members and constituent groups inviting agenda items. The cochairs lead this meeting, tracking action items and attendance.

The cochair role involves meeting and event planning, agenda development and reporting to relevant stakeholders and groups. While the lead up to Governance Meetings and Colloquium meeting require a greater time commitment than usual, the average over a year tends to be 3-4 hours per month. Council policy review is also in the remit of the cochairs, and includes regular review of terms of reference, codes of conduct, and policies related to appointment, representation, attendance of Council meetings.

The cochairs are also responsible for the Council website, for developing workflow and standard operating procedures documents, position papers, discussion papers or responses which are uploaded and made available to the wider Cochrane community. The cochair role is dynamic, flexible and can be a creative opportunity to engage, represent and facilitate the interests of a global community.