



## Communities of Practice Director 2-Year Term

### Board of Directors Position Description

#### Role Description

The Communities of Practice (CoP) Director leads the chapter's efforts to identify, establish, and support communities of practice within the chapter. Communities of Practice are groups of people who share a concern, set of problems, or passion about a topic, and deepen their knowledge by interacting on an ongoing basis. <sup>1</sup>

#### Key Responsibilities

The CoP Director collaborates with other Board members and volunteers to identify, establish and support CoPs sponsored by the chapter. Key responsibilities include, but are not limited to:

- **CoP Strategy & Framework** – lead the chapter's efforts in creating an overall strategy and framework for establishing and supporting communities of practice; develop guidance documents, criteria for establishing CoPs, processes, and toolkits for emerging CoPs
- **CoP Support** – work with volunteers to facilitate the various CoPs in establishing self-sustaining activities and programs; leverage Board members and volunteer resources to assist the CoPs in realizing success as defined by the members of the CoP and approved by the Board
- **CoP Compliance** - ensure transparency and ethics in CoP activities in compliance with standards set by the board
- **CoP Liaison** – act in the role of key communicator to provide guidance from the Board to the CoPs and relay information and direction from the CoPs to the Board
- **CoP Development** - collaborate with the Board, volunteers and the ACMP DC membership at large to identify and assess the viability of establishing new CoPs
- **CoP Infrastructure** – coordinate with the Board to obtain financial and infrastructure resources to enhance the ability of the members of the CoP to effectively collaborate with each other and to support the vision, mission and goals of the CoP and the chapter
- **CoP Promotion** - collaborate with other board members and volunteers to raise awareness, promote, and advertise CoP activities, events, benefits, opportunities, and news
- **CoP Recruitment** - drive the activities for recruiting members and volunteers to support and participate in the CoPs
- **Cop Reporting** - provide annually, at minimum, a report to the board on the current state of the established, as well as, evolving CoPs
- **Collaborate** with and provide support to other Board members as required and appropriate

#### Desired Skills/Experience

- **ACMP Experience** – be an active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC's mission
- **Relationship Builder** – ability to quickly build rapport, build alliances, and influence others to provide value
- **Collaborator** – ability to listen, bring people together, organize and create momentum around shared interests, causes, and CoP initiatives
- **Leader** - guide CoP activities in alignment with the Board's strategy and guidance for CoPs, while simultaneously working with and through volunteers to meet CoP-defined objectives;

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<sup>1</sup> Wenger, E. McDermott, R., Snyder, W. (2002). *Cultivating Communities of Practice*. Boston: Harvard Business School Press.

facilitate the activities of the CoPs to work toward a shared vision with the Board, enabling the CoPs to evolve and thrive

- **Manager**- ability to demonstrate a strong attention to detail, problem solve, prioritize and organize multiple CoP activities
- **Team Leader and Motivator** – ability to inspire, motivate, organize, and help CoPs achieve results
- **Innovator, Problem Solver and Doer** – ability to take ownership, exercise creativity and translate strategy into action to help CoPs provide value for their members
- **Communicator** – demonstrate well-developed listening, oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity
- **Strategist** – ability to conceptualize and develop a strategy to meet the chapter's CoP programming goals and overall mission so benefits are realized by both the CoP and the chapter
- **Desired Experience** - Prior experience establishing and leading communities of practice and prior nonprofit experience highly desirable

### **Time Commitment**

This position is one of nine volunteer ACMP DC Chapter Board members. The position will work closely with the Board and volunteers to strategize, implement and evaluate communities of practice in support of the chapter mission. The CoP Director participates in bi-weekly board meetings via phone/web (1-hour), periodic in person/phone strategy sessions, committee meetings, and chapter events/activities. All board and committee meetings include preparation time, follow-up, and various action items assigned. This represents an average of approximately 15 hours per month.