

Personal KM CoP Management and Governance Roles Definitions

Role & Responsibilities

Chairperson

- Formulate the vision, mission and objectives of the community
- Facilitate strategies development to achieve the strategic objectives of the community
- Define measurements and monitor success of the community
- Facilitate the development of the operating policies, guidelines, processes, protocols and rules of intellectual property rights of the community
- Provide overall guidance in building, managing and maintaining the community
- As the spoken person on behalf of the community to external parties

Chief of Membership Management

- Develop marketing strategies to recruit interested parties to the community
- Define membership rules and regulations
- Manage community membership
- As the spoke person on behalf of the community to members

Chief of Community Events

- Coordinate, organize and plan community events or activities
- Facilitate / moderate community members' discussions on the selected topics for knowledge sharing

Chief of Content Management

- Organize and consolidate community members' input on the selected topics for knowledge sharing
- Publish key learning points from members' discussions
- Source external knowledge resources on the selected topics for knowledge sharing
- Maintain community's knowledge database

Chief of Technology Support

- Define and source technology support
- Ensure network and knowledge database security
- Ensure members' personal data privacy