

EFCOG Leadership Duties and Time Estimates

(5/07/2021)

L = Lead B = Backup S = Split X = Participate

Activity	Estimated Time	Frequency	Chair	Co-Chair	Secretary	Mtg Coord (new)	Members/Sites
Run/Host Monthly WebEx	1 hour	Monthly	S	S			
Set up/Schedule WebEx Meetings	30 minutes	Annually	S	S			
Leadership Meeting to set agendas	1 hour	Monthly	L	B			
Create WebEx agenda slides	2 hours	Monthly	S	S			
Develop Monthly Topics/Slides	3 hours	Annually					L
eMail agenda/group announcements	1 hour	Monthly			B	L	
Contact presenters	1.5 hours	Monthly			B	L	
WebEx Meeting Minutes	2 hours	Monthly			L	B	
Update POC lists	1 hour	Monthly			L	B	
eMail files to EFCOG WebMaster	30 minutes	Monthly			L	B	
Post files to Box site	30 minutes	Monthly			L	B	
Review/Approve White Papers (WP)	2 + hours	Per WP	B	L			
Attend QA Leadership Meetings	1 hour	Bi-Monthly	L	B			
Gather announcements	2 hours	Monthly	L	B			
Communicate with AU-32	1 hour	Monthly	L	B			
Answer SQA-related Questions	2-6 hours	Monthly	S	S			
Participate in Face-to-Face Planning	8 hours	Bi-Annually	X	X	X	X	
Prepare F2F SQA Agenda	3 hours	Bi-Annually	B	L			
Find presenters for SQA session	3 hours	Bi-Annually	B	L			
eMail agenda to members	30 minutes	Bi-Annually			B	L	
Create roster	2 hours	Bi-Annually			L	B	
Attend Leadership meeting	4 hours	Bi-Annually	L	B			
Host/run meeting	20 hours	Bi-Annually	S	S			

Create meeting Minutes & Roster	8 hours	Bi-Annually			L	B	
eMail meeting files to members	1 hour	Bi-Annually			L	B	
eMail files to EFCOG Webmaster	30 minutes	Bi-Annually			L	B	
Post files to Box	30 minutes	Bi-Annually			L	B	
Lead Sub-task group	2-3 hours	Monthly					L
Participate in Sub-task group	2 hours	Monthly					X