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**Roles and responsibilities of the Vice President, Communities**

As part of the wider ISBE strategy for Communities of Interest (COIs) and Special Interest Groups (SIGs), a role was created to join the ISBE Executive with specific responsibility for developing and maintaining these important member groups.

**Key responsibilities**

* Chairing the ISBE Communities Working Group (CWG)
* Working with the CWG to assess new COI and/or SIG applications from members, supporting applicants through the process
* Ensuring that all existing COIs and SIGs are mentored by a member of the CWG (or suitable nominee) so that their activity is aligned with the overall ISBE communities strategy
* Leading an annual review of each COI and SIG and reporting results, with recommendations as necessary, to the ISBE Board
* Submitting an annual report to the ISBE Board regarding the effectiveness of ISBE’s COI and SIG communities in achieving the overall ISBE strategy, including recommendations regarding investment in these groups
* Attending ISBE Exec meetings (normally held before ISBE Board meetings)