

## **RIG Leadership Team Succession Plan: Roles and Responsibilities Palliative and EOL Care RIG**

### **Chair**

#### **Monthly:**

- RIG Communications: provide regular emails or newsletters to publicize RIG events and opportunities
- Webpage/Groupsite: add information and photo content, spotlight RIG members/ achievements
- RIG Google drive: upload agendas and final copy of documents

**At conference, or April- May:** Review the previous year with outgoing chair, review yearly summary on webpage (reports/links for: annual meeting, guaranteed/competitive symposium, events at conference, etc.), review MNRS core documents and documents in Google drive

**May- June:** Review conference activities, plan competitive symposium, complete documentation for planning competitive symposium, submit the call for abstracts, secure abstract reviewers

**July- August:** Review competitive symposium abstracts, plan fall launch of RIG initiatives, review membership roster, plan RIG survey with team, gather member bios for upcoming newsletters

**September- November:** Prepare RIG awards, send emails for nominations, encourage RIG members to submit for MNRS-wide awards, provide link and reminder emails for RIG survey, secure additional RIG award reviewers

**December- January:** Review RIG award nominations, send reminders for RIG survey, plan conference activities, review plan for membership recruitment

**January- February:** Review survey/RIG Strategic plan (Long-term and short-term goals), plan conference sessions/activities, prepare cameos on presenters and upcoming award winners

**February- March:** Prepare conference meeting materials, award certificates, bios for symposium program, etc.; secure volunteers for conference

**March- April:** Organize conference planning and logistics, delegate volunteer tasks

### **Chair-elect**

**May- June:** Review conference, plan activities and ideas for RIG survey with leadership team

**July- August:** Review abstracts, plan fall launch of RIG initiatives for students, propose ideas for membership engagement/ recruitment

**September- November:** Prepare RIG survey draft for distribution, assist with webpage updates

**December- January:** Review documents and RIG awards as needed, review membership list

**January- February:** Review survey results, prepare latest publications list (link on website) for conference, (optional: manage webinars, set-up link), prepare presentation of survey results

**March- April:** Assist chair with conference logistics and meet/greet members at events

### **Past Chair**

**At conference, April- May:** Meet with chair to orient, review documents and MNRS calendar, provide official yearly summary on RIG webpage (reports/links for: annual meeting, guaranteed and competitive symposiums, events at conference, etc.), update Groupsite

- Update information on webpage and Groupsite, organize and upload documents in Google drive, update information and photos on RIG webpage, update membership list

**May- June:** Plan for year ahead, review RIG strategic plan in accordance w/current agenda

**July- August:** Review competitive symposium abstracts; plan fall launch of RIG initiatives for students and members; assist with review of membership roster and structuring Google drive

**September- November:** Edit RIG survey draft for distribution, review RIG membership list to encourage individuals to submit nominations for awards

**December- January:** Review documents and RIG awards as needed

**January- February:** Assist with needed changes/adjustments in RIG strategic plan (long-term and short-term goals), (optional: launch blog before conference, utilize social media, etc.)

**March- April:** Provide support for conference logistics, assist with moderating sessions or assist chair as needed, and meet/greet members

*Submitted by Renee Kumpula, Past Chair, PEOLC RIG, February 2021 (updated)*