

# Guideline: Roles and Responsibilities

Draft Version #4

Date of review: December 2015

Date of adoption by the ccNSO Council:

## 1 Introduction

This guideline describes how roles and responsibilities are identified and assigned. It applies to all ccNSO working and administration processes. It also details the current assignment of responsibilities.

## 2 Purpose of the Guideline

The purpose of this Guideline is to assist members of the ccTLD community and the ccNSO Council in identifying and allocating ccNSO Council work between councillors.

## 3 Identifying and Assigning Roles and Responsibilities

The ccNSO Chair, vice-chairs and councillors are responsible for identifying, allocating and agreeing the workload among councillors equitably, in order to ensure sustainability.

This allocation takes place annually, at the same meeting that the Chair and vice-chairs of the ccNSO are elected. At this meeting, the ccNSO Council will review the list of ccNSO roles and responsibilities. This review will:

- Discuss and determine if any new roles or responsibilities need to be added to the schedule or whether existing roles or responsibilities can be deleted. Additions or deletions can be proposed by any Councillor or the ccNSO Secretariat, but must be agreed by a majority of the Council at that meeting.
- Discuss and determine whether the current assignments to named roles in the ccNSO (i.e. to the Chair or vice-chairs) should remain or be changed.
- Where roles and responsibilities are allocated to a 'Councillor', discuss and determine which Councillor will be assigned to them.

The schedule will then be agreed by the ccNSO Council at that meeting.

Based on experience and taking into account the guiding documents for the ccNSO,<sup>1</sup> the following responsibilities apply:

1. Representation and Engagement:
  - a. Councillors may be assigned representational roles, where they represent the ccNSO (i.e., ccNSO Council and/or membership) in both institutional and informal settings.
  - b. Councillors may be assigned roles, where they engage and encourage the involvement of others on behalf of the ccNSO (Council and/or membership) in ccNSO or ccNSO related activities.
  
2. Administration of the ccNSO:
  - a. Councillors may perform management & oversight of activities related to the ccNSO (Council, membership, working groups).
  - b. Councillors may perform coordination of activities.

## 4 Miscellaneous

### 4.1 ccNSO Internal Guideline

This Guideline is an internal rule of the ccNSO in accordance with Article IX section 3.11 and Article IX section 4.2 of the ICANN Bylaws.

### 4.2 Omission in or unreasonable impact of the Guideline

In the event this guideline does not provide guidance and/or the impact is unreasonable, the Chair of the ccNSO will decide upon any questions or issues.

### 4.3 Review of Guidelines

This guideline will be reviewed each year at the same meeting the Chair and vice-chairs of the ccNSO are elected.

## 5 Roles and Responsibilities Assignments

Task	Chair	Vice Chair	Councillor or WG Member
Chair Council meetings	X	X – if the Chair is not present	

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<sup>1</sup> Article IX of the ICANN Bylaws and Rules and Guidelines for the ccNSO.

Chair ccNSO meetings	X	X - if the Chair is not present	X - if the Chair, vice-chairs are not present
Formal liaison with staff on members' meeting agendas and logistics		X	Meeting Programme WG
Formal liaison with staff on council meeting agendas and logistics	X	X	
Formal liaison with staff on meeting minutes	X		
Managing formal approval of new membership applications			Councillor
Liaison with staff on general management issues	X	X	
Management of ccNSO framework of roles and responsibilities	X		
Manage/oversight ccNSO 2-3 year workplan	X		
Formal oversight of ccPDPs	X		Relevant PDP WG
Formal oversight and management of working groups			WG Chairs

Formal oversight of Board selection and Council election process	x		
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