

# Roles & Responsibilities

Role	Responsibilities	Individual(s)
Chair	<ul style="list-style-type: none"> <li>• Provides leadership and governance of Washington State Child Support Schedule Workgroup (WSCSSWG) so as to create the conditions for WSCSSWG effectiveness, and ensures that all key and appropriate issues are discussed by the WSCSSWG in a timely manner</li> <li>• Supports the Facilitator to promote effective relationships and open communication, and creates an environment that allows constructive debates and challenges, both inside and outside the WSCSSWG</li> <li>• Coordinates with the Facilitator to ensure that the WSCSSWG as a whole plays a full and constructive part in the development and determination of the WSCSSWG’s final report and recommendations strategies and policies, and that these fairly reflect WSCSSWG consensus or minority/majority opinion</li> <li>• Sets, in consultation with the WSCSSWG facilitator, the WSCSSWG meetings schedule and agenda to take full account of the important issues facing the WSCSSWG and the concerns of all members, and ensures that adequate time is available for thorough discussion of issues</li> <li>• Ensures that the WSCSSWG is properly briefed on issues facing the WSCSSWG and receives, in a timely manner, adequate information which must be accurate, clear, complete and reliable, to fulfill the duties of the WSCSSWG, including the drafting of the final report and its delivery to the legislature</li> </ul>	Sharon Redmond
Facilitator	<ul style="list-style-type: none"> <li>• Ensures that there is effective communication within the WSCSSWG, and that each member develops and maintains a voice within and clear understanding of the workgroup’s views</li> <li>• Sets, in consultation with the WSCSSWG Chair and Administrator, the WSCSSWG meeting agenda to take full account of the important issues facing the WSCSSWG and the concerns of all members, and ensures that adequate time is available for thorough discussion of issues</li> <li>• Creates draft guiding documents for WSCSSWG to review and finalize, such as group agreements</li> <li>• Makes active interventions during the WSCSSWG when appropriate</li> <li>• Works to resolve undiscussed group dynamics issues</li> <li>• Works to ensure WSCSSWG members are able to actively participate in workgroup activities and discussions whether attending in person or virtually</li> <li>• Guides the WSCSSWG through problem solving.</li> <li>• Provides reminders of time and tasks.</li> <li>• Facilitate sub-groups as assigned</li> </ul>	Janina Oestreich Rachelle Jennings Rachel Tumbleson

	<ul style="list-style-type: none"> <li>○ Arrange and setup meetings</li> <li>○ Work with sub-group leads to resolve logistical issues</li> <li>○ Equipment</li> <li>○ Supplies</li> </ul>	
DCS Staff Support	<ul style="list-style-type: none"> <li>● Supports the drafting of the WSCSSWG meeting agendas</li> <li>● Serve as note takers during workgroup meetings</li> <li>● Drafts meeting minutes and manages minutes finalization process <ul style="list-style-type: none"> <li>○ Support sub groups with minutes as well</li> </ul> </li> <li>● Research child support policy and legal questions with Administrators</li> <li>● Document materials created by the WSCSSWG</li> <li>● Document public attendance</li> <li>● Support the drafting of the WSCSSWG final report</li> <li>● Maintain resources for parent accessibility</li> </ul>	Ian Hall Jana Ekstrom Lucas Camacho
External Website Coordinator	<ul style="list-style-type: none"> <li>● Manages external website content and drafts</li> <li>● Sends GovDelivery updates with meeting information and advising when documents are added to the public website</li> </ul>	Rachel Shaddox Andrew Fickes (backup)
Travel & Logistics Coordinator	<ul style="list-style-type: none"> <li>● Manages Vendor ID process for WSCSSWG members</li> <li>● Create WSCSSWG members TEMS accounts</li> <li>● Process travel reimbursement requests and resolve issues or questions that may be generated by this process</li> <li>● Arrange travel for the WSCSSWG as needed</li> <li>● Provide logistical support for meals for the WSCSSWG</li> </ul>	Holly Dani
Administrators	<ul style="list-style-type: none"> <li>● Plans the work-breakdown structure (WBS) and ensures the logistics of the WSCSSWG are addressed.</li> <li>● Research child support policy and legal questions</li> <li>● Facilitate sub-groups as assigned <ul style="list-style-type: none"> <li>○ Arrange and setup meetings</li> <li>○ Work with sub-group leads to resolve logistical issues</li> </ul> </li> <li>● Draft WSCSSWG report</li> <li>● Participation during the meeting will be based on the request for information from the Workgroup Chair</li> </ul>	Josselyn Green Ian Hall Brady Horenstein

	<ul style="list-style-type: none"> <li>• Arrange public comments forums</li> <li>• Assist with WSCSSWG facilitation for members attending virtually, when needed</li> <li>• Provide facilities assistance during meetings</li> <li>• Manage the Lived Experience Compensation</li> </ul>	
<p>WSCSSWG Members</p>	<ul style="list-style-type: none"> <li>• Act as functional experts in their respective areas</li> <li>• Attend meetings</li> <li>• If there is a need for a workgroup member to drop-out (governor determines replacement)</li> <li>• Contribute to WSCSSWG efforts while focusing on the group’s common goals.</li> <li>• Attempt to reach consensus whenever possible</li> <li>• Adhere to the established WSCSSWG norms and group agreements</li> <li>• Complete assigned tasks between meetings and be fully prepared to participate in upcoming meetings</li> <li>• Provide progress updates of sub-group activities to their organization and/or stakeholders after each meeting or as often as needed <ul style="list-style-type: none"> <li>○ Solicit input from whomever is needed in order to support or decline a recommendation</li> </ul> </li> <li>• Gather and relay feedback from their respective area of expertise to the WSCSSWG whenever needed</li> </ul>	