

## ROLE DESCRIPTION / GOVERNANCE BOARD MEMBER

### ROLE PURPOSE AND OVERVIEW:

Members of the Governance Board participate in making key decisions about the Lab. The Board is comprised of members of the Delivery Team, the Convening Client(s), and the Lab Participants. It is the primary decision-making body for the Lab. The role of the Governance Board will shift over time as the Lab matures. Depending on the nature of the Lab the Governance Board be less formal to start, over time developing a more robust mechanism for decision-making and collaboration to ensure the continued success of the Lab.

- Participating in regular Governance Board Meetings
  - Understanding and advocating for Lab effectiveness and success
  - Advising and making decisions at the start with regards to Lab challenge, Lab partners, Lab participants, funding and direction
  - Advising and making decisions during the Lab phase(s) on the process for prototype validation, cessation and/or continuation to further phases
  - Assessing risk in the Lab and within the Convening Organisation
  - Bringing experience with either the Lab challenge area, the Convening Organisation, or governance to the Board
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- Ability to understand and learn about the Lab challenge
  - Ability to be effective in an iterative and emergent process
  - Ability to have difficult conversations and raise issues important to the success of the Lab
  - Ability to be open, curious and comfortable learning
  - Ability to work collaboratively with a variety of stakeholders
  - Ability to engage effectively in a shared decision making process

### ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED  
FROM THE ROLE

### FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT  
THE ROLE

**TECHNICAL CAPABILITIES** / CAPABILITIES ENCOURAGED, BUT CAN BE TRAINED ON THE PROJECT IF NEEDED

AGILE	Knowledge and ability to use Agile as an iterative project management modality working in sprints and rapid cycles.
DOCUMENTATION	Knowledge and ability to use shared protocols, processes and practices for capturing information and learning.
STAKEHOLDER RELATIONS/ CUSTOMER SERVICE	The ability to work with a multi-stakeholder system, different perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system.
PROTOTYPING	Knowledge and ability to create and build products using, rapid cycles, testing, and customer validation.
DESIGN	Knowledge and use of basic formatting, shared documentation standards, presentation of information, fonts, logos, templates, etc.
COMMUNICATIONS	Knowledge and ability to use multiple communications channels (print, video) storytelling, and narrative generation.
IT SYSTEMS	Ability to use social media (Twitter, Facebook), project management platforms (Trello, Slack) and other systems as required.

**CORE CAPABILITIES** / BASE LEVEL OF THESE CAPABILITIES IS REQUIRED TO FULFILL THE ROLE

<b>SELF-AWARENESS</b>	The ability to be conscious of one's own character, feelings, capabilities, motives, and desires. It includes awareness of how you are perceived by others and the impact you have on others.
<b>CREATIVITY</b>	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
<b>COLLABORATION</b>	The ability to reach mutual understanding and connection by exchanging information, ideas and feelings- especially across differences. It includes the ability to create and share meaning and produce collective results.
<b>POWER AND SYSTEMS</b>	The ability to understand how systems function and to perceive the role and impact of power within systems.

This role involves 5-10 hours a month, including meeting preparation and attendance.

**ESTIMATED TIME COMMITMENT/**  
HOURS PER WEEK OR MONTH

Experience in the Convening Organisation, the Lab Challenge area, or the Lab participant team.

**EXPERIENCE**