

## [GP25] Duties of the Priority Coordinator

The Priority Coordinator (PC) is selected by the Board each year during the approval of annual priorities. The purpose of the Priority Coordinator is to optimize and support Board Priority work. In addition to the requirements as a director, the Priority Coordinator will:

1. Establish priority timelines and measurable goals in collaboration with priority chairs.
  - (1) Conduct a minimum of one meeting per month with Priority Committee Chairs to review progress and address challenges.
  - (2) Develop strategies used for ongoing priority work and see how they can be optimized or aligned with other priorities, as necessary.
2. Serve as a central contact for Fall, Winter, and final progress reports.
3. Facilitate internal discussions when needed to maintain momentum in priority work.
  - (1) The Coordinator is to bring any concerns to the Priority Committee Chair before organizing a meeting for priority work.
4. Serve as an alternative representative or additional support to Priority Committee Chairs as needed in external meetings.
5. Receive project management training.
  - (1) To support an understanding of project management fundamentals, the training must be tailored to the requirements of the Priority Coordinator.

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Approved: 01/26

Reviewed:

Modified:

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