



March 2026

Role and responsibilities of the Working Group (WG) Chairperson

As we prepare for the upcoming rotation and call for candidacies, this note outlines the core responsibilities, expectations, and estimated time commitment for the position of Working Group Chairperson.

Core responsibilities

WG Chairpersons play a key leadership role in ensuring that FCE's expertise and policy objectives translate into concrete outcomes. The main responsibilities include:

- **Leadership & governance:** chairing WG meetings and ensuring that all discussions comply with the association's Anti-Trust and Competition Compliance Policy, which must be referenced at the start of each meeting.
- **Strategic liaison:** representing the WG at Board of Directors meetings to present ongoing activities, provide updates on the progress of the work programme, and submit formal recommendations regarding resource needs for the upcoming financial year.
- **Oversight of deliverables:** acting as the final "gatekeeper" for the group's outputs by overseeing the validation, finalisation, and formal endorsement process for all policy positions and papers. While the Chairperson may not lead or participate in every subgroup or ad-hoc group operating under the WG, they remain responsible for ensuring that their work aligns with the WG's overall objectives.
- **Agenda setting & planning:** in close cooperation with the Secretariat, defining meeting agendas and determining the appropriate meeting frequency based on the group's evolving priorities and workload.

Each Chairperson will be supported by the FCE Secretariat, which provides administrative support, assists with drafting documents, and manages workflows.



Estimated workload & involvement

While the intensity of the role may vary depending on the legislative and policy calendar, candidates should anticipate the following average level of commitment:

Activity	Frequency	Estimated time
WG meetings	Approx. 10 per year	1 hour - online
In-person WG meeting	Once per year	Half day to one day
Board reporting	Quarterly	1.5 hours - online
Alignment with Secretariat	Monthly / as needed	Varies
Review and endorsement of position papers	As needed	Varies
Bilateral meetings with decision-makers and stakeholders	As needed	Varies
WG Chairpersons' alignment meeting	As needed	1 – 1.5 hours - online

Eligibility & term

- **Eligibility:** candidates must be permanent representatives of a Full Member organisation.
- **Term:** the position is held for two years and rotates among permanent representatives to ensure diverse leadership.

Note: The Chairperson is not expected to work in isolation. The Secretariat provides full operational support for logistics, coordination and drafting.