# ROLES & RESPONSIBILITIES



## **COMMITTEE SUBJECT MATTER EXPERTS (CSMEs)**

## In-Depth Expertise

CSMEs are entrusted with maintaining a deep understanding of the committee's subject matter. They stay up-to-date with the latest developments, trends, and best practices relevant to the field.

## Knowledge Contribution

CSMEs provide valuable insights and knowledge to the Committee Executive Panel (CEP), aiding in informed decision-making and strategic planning.

## Research and Analysis

CSMEs conduct thorough research and analysis on pertinent topics, ensuring that all committee initiatives and activities are founded on accurate and relevant information.

#### Guidance and Advice

CSMEs offer expert guidance and advice to the CEP, helping to shape the committee's strategies, projects, and objectives.

## Agenda Development

CSMEs actively participate in shaping the committee's agenda, suggesting topics, activities, and projects that align with the committee's goals.

## Collaborative Engagement

CSMEs work in close collaboration with the Committee Staff Liaison Team to ensure the seamless execution of committee activities, including meetings, events, and projects.

## Content Creation

CSMEs contribute to content creation, including reports, presentations, and educational materials, to share their expertise within the committee and beyond.

#### Mentorship and Education

CSMEs may engage in mentorship and educational roles, helping to nurture the skills and knowledge of other committee members.

### Thought Leadership

CSMEs represent the committee in external forums, conferences, and discussions, showcasing the committee's expertise and thought leadership.

#### Continuous Learning

CSMEs are committed to ongoing professional development to stay at the forefront of their field and bring the latest insights to the committee.

#### Advisory Support

CSMEs offer advisory support to the CEP in crisis situations or when critical decisions need to be made, drawing upon their specialized knowledge.

Overall, CSMEs play an instrumental role in elevating the committee's effectiveness by infusing it with subject matter expertise, research-driven insights, and strategic guidance.