

## Roles and Responsibilities of Forum Chairs

### **General Chair:**

1. GLC Leadership: Preside over the Forum Functional Group meetings during the Summit/GLC; propose annual directions and objectives; facilitate discussions on issues raised by Chapter Chairs to collaboratively identify solutions.

2. Meeting Frequency: Conduct at least four meetings per term (quarterly), with the annual schedule to be announced in early June.

3. Budget Planning: Finalize the annual budget before the Summit. This includes basic operational costs, Moderator Training instructor fees, travel subsidies for non-local instructors, moderator gathering allowances, and chapter subsidies.

4. Governance: Participate in Cabinet Meetings.

5. Support: Provide guidance and assistance to Chapter Chairs regarding any operational difficulties.

6. Community Maintenance: Oversee and assist the operation of the Moderator Peer Exchange/Study Groups.

7. Training Coordination: Organize and schedule training courses (bookings with instructors must be made at least three months in advance, in collaboration with the respective Chapter Chair).

### **Chapter Chairs:**

1. Training Logistics: Take turns assisting in the organization of training sessions, including venue coordination, on-site support for instructors, and catering arrangements.

2. Forum Health: Maintain regular contact with Chapter Forum Moderators to monitor the "health" of each forum (facilitate two Forum Health Check-ups per year) and provide assistance in case of internal issues.

3. Membership Management: Process applications for new members or existing members to join a Forum. Basic Training completion is a mandatory prerequisite for joining any forum.

4. Moderator Engagement: Arrange intra-chapter or cross-chapter Moderator Gatherings to discuss best practices for forum operations.

5.Board Participation: Attend Chapter Executive Board (EB) Meetings.

### **Basic Training:**

1.Minimum Enrollment: A minimum of 8 participants is required to conduct a session.  
Registration: A deposit of RMB 1,000 per person is required. Registration is considered successful only upon receipt of payment and the completed application form. Instructor flights will only be booked once the 8-person threshold is met.

2.Eligibility: Official members only, with priority given to new members or those who have never received training. Members who have been trained but are not currently in a forum are also encouraged to attend as secondary priority.

3.Cost Sharing (AA): Participants shall share costs for the venue, instructor' s airfare, 5-star accommodation, and local meals. (Note: A portion may be covered by the [New Member Orientation fee—2,500 CNY / 2](#)).

### **Moderator Training**

1.Minimum Enrollment: Minimum of 8 participants; deposit of RMB 1,000 per person (Registration finalized upon payment and form submission).

2.Eligibility: Members who have attended at least 6 forum meetings. Priority is given to incoming Moderators, followed by members who have not yet received this training. Any remaining slots will be opened to those seeking a refresher.

3.Cost Sharing: [Same as Basic Training](#) (Pro-rata sharing of venue, travel, 5-star lodging, and local meals).

4.Frequency: Held at least once a year (typically around the Summit).

### **Advanced Moderator Training**

(Pending certification by Instructor Roger)

Eligibility: Members who have completed the standard Moderator Training and have served as a Forum Moderator for at least one year.

**Qualification Criteria for Summit Moderators (By Chapter Nomination):**

#1.Tenure: Minimum of 6 years of active Forum participation (Chapters without a Forum are exempt from nominating).

#2.Experience: Must have completed Moderator Training and served as a Forum Moderator for at least one year.

#3.Recency: Preference is given to those who have recently completed Forum Moderator Retraining (highly recommended, though not mandatory).

#4.Engagement: The interval since the candidate's last Forum Mixer must not exceed one year.