Definition of ASG positions

Chair
The Chair plays a pivotal role in leading and over-seeing the ASG's activities providing strategic direction and guidance to the ASG Executive Council and Leadership Team while ensuring that the goals and objectives of the group are aligned with the mission of ISOC. The Chair presides over ASG meetings, coordinating with the Vice-Chair and Secretaries to schedule these meetings, and ensuring that the agenda is followed effectively. They also work closely with the Action Planning and Reporting Officer to develop the annual action plan and budget for submission to ISOC. The Chair represents the ASG in external engagements and collaborations, and liaises with the Chapters Advisory Council (ChAC) representative to share insights and gather input. A person with a disability is preferred for this position and will have strong leadership, communication, and organizational skills.

Vice-Chair
The Vice-Chair of the ASG assists the Chair in their duties and acts as a support in various aspects of the group's activities. They may step in for the Chair in their absence, ensuring the continuity of ASG operations. The Vice-Chair collaborates closely with the Chair, Secretary, and Minutes Secretary to facilitate efficient meeting scheduling and agenda planning. The Vice-Chair plays a role in maintaining communication and coordination within the ASG and may assist in representing the group externally. If two Vice-Chairs hold this position, at least one will be a person with a disability. Both Vice-Chairs will have a combination of leadership skills, attention to detail, and a strong commitment to digital accessibility.

Secretary
Two positions: Secretary and Minutes Secretary
The Secretary acts as custodian for the content on ISOC's ASG landing page and for ASG's documents on the wiki in coordination with the Online Administrator. The Secretary is responsible for the scheduling of meetings in collaboration with the Chair/Vice-Chair and the Online Admininstrator.
The Minutes Secretary takes notes for each ASG meeting and uploads to the wiki.
Both the Secretary and the Minutes Secretary will have strong English language skills and excellent facilitation ability to ensure that action items are completed.

Online Administrator
The Online Administrator informs ISOC staff of ASG data updates and interacts with ISOC's Association Management System (AMS). The Online Administrator liaises with the Chair, Vice-Chairs and Secretaries as needed in relation to general administration of the ASG documentation, meeting management, app/site accounts, and other tasks as needed. The Online Administrator will have strong organisational and technical skills as well as an in-depth understanding of ISOC's systems.

Treasurer
The Treasurer ensures an ASG budget is submitted to ISOC based on the ASG's action plan. The Treasurer is the main liaison with ISOC staff on budget-related questions. The management of the ASG budget and disbursement to third party vendors is made by ISOC staff.

Chapters Advisory Council (ChAC) representative
The ASG has observer rights in the ChAC but can take part in ChAC discussions. The ASG does not have voting rights in the ChAC. As this is an outward facing role, the ChAC representative will be a person with a disability with proven advocacy skills and have knowledge of ISOC Chapter operations.

Action Planning and Reporting Officer
The Action Planning and Reporting Officer is responsible for collating activity proposals, developing and submitting the ASG annual action plan and budget to ISOC in collaboration with the ASG Executive Council. The Officer proactively collects and collates all ASG activities and produces the annual report. The Officer may take the lead on specific projects such as surveys to the Internet community. The Action Planning and Reporting Officer will have excellent English written and analytical skills and experience in digital accessibility.

Training Coordinator
The Training Coordinator initiates and oversees the ASG training initiatives on Internet governance and digital rights. This includes the online course on the ISOC e-learning platform as well as face-to-face workshops in informal partnership with other organisations. The Training Coordinator will have leadership and analytical skills together with experience in training and mentoring.

Social media & Outreach Officer
The social media/outreach officer will promote and share information about digital accessibility for persons with disability through a selected and focused range of channels and will be experienced in the mechanisms of social media and marketing.