Senior Executives Association
Community of Practice Administrators' FAQ

The Senior Executives Association (SEA) currently has 7 Communities of Practice (CoPs):

- Acquisition
- Cyber/ Security
- Data
- Human Capital
- Intelligence
- General Management
- Research/ Scientific

Each of these CoPs is made up of SEA Members who have chosen to join the designated CoP (instructions on how to join can be found here: [Communities of Practice (seniorexecs.org)](https://seniorexecs.org)). Additionally, each CoP has 1 or more member who is acting as the Administrator of the group. Admins are volunteer members of SEA who have agreed to ensure that the CoP that they are administering remains active and engaging for the members of the CoP.

It is up to each Administrator just how to generate activity within their CoP, and in what format. Each CoP has an E-List that members can either set up so that communications come directly to them via a chosen email address, or they can turn that option off and see messages within the E-List forum upon logging in to their SEA account and entering the CoP forum.

If Administrators wish to schedule meetings for their groups, they will own the scheduling and communication of that to their CoP members. For assistance with creating a Zoom link,, Administrators can email membership@seniorexecs.org, and a Zoom meeting can be set up for a requested day and time. The link will then be given to the Administrators to distribute in the manner that they feel is best (posted in the forum, etc). The Administrators will own the planning and scheduling of the meetings themselves, as well as the topics.

Additionally, Administrators have been set up as Moderators within the CoP E-Lists. This is a security precaution to avoid spam or messages that may violate group policies or guidelines that Administrators may wish to establish within their groups. As a Moderator, all posts will need to come to you to be approved before they can be posted. If you do not wish to approve messages, this function can be turned off, but please be sure to keep an eye on the messages in your E-List to ensure no spam or unwanted content is getting posted, as this can cause members to leave the E-List fairly quickly.

If you have any additional questions, feel free to contact membership@seniorexecs.org

Thank you for volunteering your time to grow our organization!