

Workgroup Policies Procedures and Guidelines

From time to time, the SGA Executive will designate Workgroups that will be tasked with making recommendations to and carrying out policies of the Executive in specific areas of interest.

Creation and Charter

All SGA Workgroups must establish a charter that is submitted to the Executive for approval. At a minimum, the charter must include the following information:

- name of the Workgroup
- proposed Chair
- proposed Executive Liaison (*if not the Chair*)
- statement of objectives and expected outputs from the Workgroup (including target timeframes)
- indicative time commitment expected from Workgroup members

Once the SGA Executive has approved the Charter, SGA will send notification to the membership that the Workgroup is being created and invite interested members to contact the Chair. The Chair may also solicit interest from members.

Eligible individuals who are interested in the subject of a particular workgroup may participate as members of the workgroup, or may register their interest in undertaking peer reviews of draft material produced by the workgroup.

Workgroup Chair

The Chair will be responsible for

- conducting all activities of the Workgroup in accordance with these policies, procedures and guidelines;
- ensuring that the initial charter and any subsequent changes are endorsed by the SGA Executive;
- preparing requests for any funding support required from SGA;
- maintaining a level of Workgroup membership that provides appropriate representation and sufficient capacity to meet the objectives set out in the charter;
- ensuring that minutes of each meeting are kept and forwarded to SGA;
- leading the Workgroup's activities to successful outcomes.

The Workgroup Chair will not be subjected to a defined term of office. On a regular basis, the SGA Executive will re-approve the continuation of a term for each Workgroup Chair or will approve a new Workgroup Chair.

Executive Liaison

The Executive Liaison will be responsible for:

- clarifying for the workgroup the recommendations, requests or policies of the SGA Executive;
- keeping the Executive aware of progress within the Workgroup and of any problems or conflicts that may have arisen;
- pursuing any decisions or actions that may be required of the SGA Executive to support the Workgroup;
- preparing periodic progress reports for presentation to SGA Members.

Member Requirements

In order to accomplish the Workgroup's objectives, it is expected that all Workgroup members will meet certain minimum requirements including:

- be a designated representative of an SGA member in good standing;
- have read and agree to abide by the SGA constitution and all policies and procedures (including this document);
- have their employer's support to commit *at least* 4 hours a month to the Workgroup;
- commit to attend least 50% of the announced meetings or conference calls;
- commit to participating in the activities and projects of the Workgroup; and
- must agree that any intellectual property contributed to the Workgroup becomes the property of SGA unless otherwise agreed and noted in the minutes.

Affiliate Members

As identified and agreed upon by the Workgroup, an individual may be nominated to participate in a Workgroup who is not a representative of an SGA Member. These individuals may be from other organisations, academia, or provide expertise in an area of interest to the Workgroup. Affiliate members will be eligible to participate in the Workgroup activities but do not have voting rights. They must agree to be subject to all of the Policies, Procedures, and Guidelines of SGA.

Term and Resignation

There are no set terms for Workgroup members. Any Workgroup member may resign upon notice to the Workgroup Chair and/or Executive Liaison. Any Workgroup member may be asked to resign by the Workgroup Chair and/or Board Liaison if they fail to meet the minimum requirements. This includes individuals who are not able to dedicate the time or participate in Workgroup meetings as required.

Frequency and Notification of Meetings

The Workgroups should hold at least two (2) regular meetings annually, with participants attending in person or via teleconference link where this is more expedient.

For all regular meetings, the Chair should provide at least fourteen (14) days notice of the intent to hold the meeting. For teleconference meetings, the Chair should provide at least seven (7) days notice of the intent to hold the meeting. If a special meeting of the Workgroup is required, the Chair should strive to provide as much notice for the meeting/teleconference as possible.

Minutes

At each Meeting a member of the Workgroup will be appointed to take minutes and forward these to the Chair. Minutes will be circulated in draft form to the Workgroup members for review, comment and correction promptly after meeting. After the deadline for comment has passed, the Minutes will be filed with SGA as a record of the meeting.

Product Development, Distribution, and Approval

The activities of the Workgroup may include the development of products such as a report or presentation. Products also include any working documents that are utilised in the creation of primary outputs. Products should not be distributed outside of the organisation before they have received final approval.

During the development phase of any work product by the Workgroup, all versions and copies of the work product will be considered to be in “draft stage” and must be clearly marked as such. Documents at this level should only be made available to Workgroup members, individuals who have volunteered to undertake a peer review, and the SGA Executive.

Where a peer review is invited, the Chair shall specify a reasonable time-limit (being not less than three working days) for the return of comments. The failure to respond within the stipulated time limit will be taken as tacit agreement with the material provided for review.

Once a final draft of the product has been prepared by the Workgroup, it will be sent to the SGA Executive Committee for review, comment and final approval – together with (a) any peer review comments that were *not* taking into account in finalising the draft and (b) recommendations for the form of publication and dissemination..

In the absence of concerns being raised by any member of the SGA Executive, the product will automatically be deemed to be approved after a specified period (normally 7 days after it is circulated unless more urgent action is needed). However, any member of the SGA Executive may veto release of the document pending a discussion and consensus decision at the next scheduled SGA Executive meeting.

At the time that final approval is given, the Board of Directors and/or the SGA Executive will determine the level of distribution for the product. After the product has received final approval, the document may be distributed as approved and all drafts should be deleted and/or destroyed.

Voting

Each Workgroup member will carry the voting entitlements set for their class of SGA membership. Fifty percent of the members of the Workgroup constitute a quorum to conduct business.

Reimbursement for Costs of Workgroup Participation

SGA does not compensate workgroup members for their activities relating to the Workgroup including (but not limited to) time and travel expenses.

Funding

The Chair will be responsible for submitting any funding requests to the SGA Executive and ensuring that the Workgroup operates within its approved budget. Except as noted above, the Workgroup may request funding for items including (but not limited to) meeting room rental, meeting food and beverage costs, audiovisual expenses, project/program expenses, etc.

Avoiding Conflicts of Interest

It is the obligation of all workgroup members when acting on behalf of SGA, to comply with all applicable federal, state and foreign laws, to uphold the purposes of the Association, and to conduct themselves in accordance with the highest standards of ethical business conduct.

To avoid any real or perceived conflict of interest, members of a Workgroup with a beneficial interest in any matter under consideration by the workgroup must:

- disclose the relationship or interest giving rise to a potential conflict; and
- abstain from voting on the matter.

It is the responsibility of the Chair to ensure that the terms of all decisions are fair to the Association and comparable to those that might have been reached if no Workgroup member had any beneficial interest in the matter.

If the SGA Executive has reasonable cause to believe that Workgroup member has failed to disclose an actual or potential conflict of interest, it will inform the member of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.

If after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, the SGA Executive determines that the Workgroup member has in fact failed to disclose an actual or potential conflict of interest, appropriate disciplinary and corrective action will be taken.

Nondisclosure

Any information not already in the public domain that is exchanged within the Workgroup is deemed confidential and prohibited from disclosure unless and until authorised by the SGA Executive.