A SAWG is intended to allow the BoD to better address issues and to engage more UWSA members. It’s also intended to empower individuals by allowing a great deal of freedom to get an issue addressed. Most SAWG must have a firm goal such as to create a whitepaper to bring an issue forward, or to maintain a database of information to be used by the BoD.

1. **Principle Benefits**
   - gives the UWSA Executive more opportunities to bring issues forward and to better address them
   - gives the UWSA Executive more opportunities to manage people and projects
   - engages more members
   - allows us to better engage subject matter experts
   - can produce results quickly

2. **Key Elements**
   - **The Sponsor**
     - must be a member of the Executive
     - must bring the issue forward
     - must secure a Chair
     - must ensure the project gets off to a good start
     - must approve the Terms of Reference
     - must have the BoD approve the Terms of Reference
   - **The Chair**
     - must be either a member of the Executive, a general member, or in special circumstances a non-member
     - must approve and adhere to the Terms of Reference
     - must secure and have sole discretion over the members of their Group who should be UWSA members (this is not mandatory)
     - may use the Nominating Committee to secure members
     - must report to the BoD monthly
   - **The Terms of Reference**
     - should be one page
     - must include
       - Working Group name
       - purpose that includes some history and identifies the players
       - list of group members
       - goal
       - timeline
     - can be changed with BoD approval