

# UWSA Working Group (SAWG) Guidelines

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

- a. gives the UWSA Executive more opportunities to bring issues forward and to better address them
- b. gives the UWSA Executive more opportunities to manage people and projects
- c. engages more members
- d. allows us to better engage subject matter experts
- e. can produce results quickly

## 2. Key Elements

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