IBL WORKING GROUP POLICY
v0.1, Adopted August 17, 2020

Working Groups (WG) are a core unit for organizing activities in the IBL. Each group is composed of IBL members (PIs, staff and researchers) working together to carry out the mission of the group by achieving specific goals. Participation in working groups is a core membership responsibility.

The scope of each working group is defined by a proposal which can be generated by any IBL member or group of members. The scope typically includes goals that require long-term effort, though this is not a requirement.

A Working Group is created by the standard IBL decision process: A proposal from any GA member is submitted for GA consent. Upon consent the Working Group is considered active, and from that time forward, any IBL member can join.

Once the group has been formed, it is the ongoing responsibility of the group to determine the specific goals required to achieve the group's mission.

If a Working Group has no more active goals, or is no longer successfully fulfilling its mission, any GA member can propose that the group be dissolved, subject to consent by the GA.

Responsibilities and leadership
Working groups are led by:
- 2 Chairs:
  - GA members chosen subject to GA consent. In exceptional circumstances, Staff members can serve, also subject to GA consent.
  - It is preferred that the co-chairs reflect the diversity of the IBL [e.g. 1 man and 1 woman; 1 experimentalist and 1 theorist (where appropriate)]
  - Co-chairs are appointed for one year terms that renew automatically, unless they notify the Facilitator that they prefer not to be reappointed.
  - If a co-chair resigns (by notifying the Facilitator) or becomes unable to serve, a replacement will be chosen subject to GA consent
- 1 associate chair (AC):
  - Selected by the WG chairs from amongst WG member volunteers
  - The associate chair is appointed for a one year term that renews automatically, unless they ask the WG chair not to be reappointed.
  - If the associate chair resigns (by notifying one of the WG chairs) or becomes unable to serve, a replacement will be chosen by the WG chairs

Responsibilities of the co-chairs (to be shared and alternated):
- Monitor progress of WG activities and identify potential roadblocks
- Coordinate with Associate Chair to organize WG meetings

- Chair WG meetings
- Represent IBL at conferences
- Attend EB meetings
- Write WG progress reports as required for internal communications, funders or external communications
- Act as the point of contact for WG executive matters.
- Ensure that the group's workload is equally distributed amongst its members.

Responsibilities of the associate chair:
- Coordinate with co-chairs to monitor progress of WG activities and potential roadblocks.
- Organize the daily workflow of the WG and ensure action items are followed-up on.
- Coordinate with other associate chairs to ensure cross-group communications and enhance cross-group cooperation.
- Execute administrative activities, such as creation of meeting agendas, coordination and assignment of note takers, maintain list of active members, management of the groups internal website page.
- Act as the point of contact for WG organizational matters.
- Chair WG meetings in the absence of either Chair or at a Chair's request.

Responsibilities of WG members:
- Attend and actively participate in the majority of meetings of the WG.
- Contribute to WG function, e.g.:
  - Complete a fair share of necessary work
  - Support fellow WG members
  - Identify problems as they arise
  - Participate in problem solving
  - Propose new avenues for future work

Responsibilities of the Technical Manager and the Program Manager
- Coordinate cross-group communications and enhance cross-group cooperation
- Coordinate with WG chairs to ensure that workload is equally distributed among working group members
- Provide onboarding and support for Associate Chairs
- Monitor WG interactions and scope