Committee/Work Group Participation

Background

A work group is comprised of a group of staff meeting temporarily to address or help resolve a specific problem or implement a new process. It is a group formed with the purpose of studying and making recommendations on a particular issue or related issues. A work group typically meets on a short-term basis, generally no longer than a year.

A committee brings together staff with a specific set of skills to address and evaluate specific areas of practice. A committee typically meets on an ongoing, long-term basis.

When Policy and Program Support (PPS) is implementing a new project or policy, or is looking to enhance or evaluate current practice or policy, often times there is a need to form a work group that includes representation from the regions and programs.

The facilitator is usually someone from PPS. It could be a manager and/or a policy analyst.

Facilitator Responsibilities

When a work group or committee is formed to evaluate and/or implement CWS policy procedure or project, the facilitator must follow these steps:

Step	Who	Action
1	PA/PPS Policy Manager	Identify the following: • The objective of the committee • The classifications and work assignments of participants • The expected time commitment • Set a regular meeting date and time • The expected duration of the committee • The response date for name of volunteers
2	PPS Policy Manager	Give the above parameters to all CWS Managers
3	CWS Managers	Determine staff to participate from region/program and provide participant names to PPS Policy Manager
4	PPS Policy Manager	After the committee is selected, send a list of participants to all CWS Managers, if requested.

Facilitation	There are eight steps to a successful meeting:

STEP	PROCESS
1. Purpose	Start every meeting by clearly stating the purpose of the group and of this specific meeting. This will ground the team in a concrete purpose and set the stage for redirecting if folks get off topic
2. Context	Set the context by explaining the history of this topic briefly and checking context of participants. Give a brief headline on what has been happening with the topic and where we are in the process.
3. Agreements	Build agreements in the first meeting. Keep agreements top of mind in each meeting by referencing them as needed.
4. Network/ Stakeholders	Ensure the right people are here. If not, assess if the meeting can continue
5. Desired Outcome	Define the goal or outcome we want for this meeting.
6. Content	Address what needs to be discussed (this should be clearly laid out in an agenda in advance of the meeting). As action items are identified be sure they are behaviorally based, support the desired outcome, are assigned to a specific person who will complete them, and have a specific deadline.
7. Next Steps	Define what needs to happen next by reviewing all action items that have been developed and determine the time and date of the next meeting.
8. Plus/Delta	Ask what worked about today's meeting and what could be upgraded. Be open to feedback from the group.

During the meeting, someone will be responsible for taking notes and making those notes available to all participants.

For more information, see [Tip Sheets, Guides, Tools Checklists for Meeting Facilitation Guidelines.](#)

CWS Manager Responsibilities	CWS Managers will recruit participants based on the needs identified by the facilitator as well as the criteria listed below. CWS Managers will speak to the person(s) they chose and discuss the parameters listed above (time commitment, topic area, etc.) with the staff to ensure they are willing, able and interested in participating. Staff participation in a committee/work group is voluntary.

Who May Participate   CWS encourages a variety of staff to participate in the planning and development of policies and procedures. Following are guidelines to be considered in selecting participants:

- All staff positions to be affected by the change will be represented, including office support staff.
- Ensure there is a diverse representation of various experiences, ethnicities, genders, and other cultural identities.
- At least one member of PPS must be included when policies and procedures are being discussed.
- Participation is open to any appropriate staff who do not have performance issues.
- The current workload of the unit will be considered.
- Staff with a variety of work experiences should be represented.
- The participant should be able to represent the group agenda and needs rather than their own, and report back to their managers via notes from each meeting or by a copy of the agenda.
- Participants should not currently be involved in other committees or obligations that require a significant number of hours per week away from their regular work responsibilities.
- Participants must get approval from their supervisor and manager in order to participate in a taskforce, work group and/or committee.

Alignment with SET Values   This policy supports SET Value 6 by demonstrating CWS is an organization that:

- Appreciates teamwork and a multi-disciplinary approach to practice
- Provides a proactive workplace culture of reflection, responsiveness, and shared responsibility.
- Makes use of real-time data by all staff to guide organization-wide decisions, in support of continuous quality improvement
- Recognizes and appreciates differences.