



Working Group & Committee Process

1. Purpose. This document describes the process for creating and managing Delta Gamma Working Groups (WGs) and Committees.

a. The concept of and resulting products from Working Groups/Committees is valued by all who participate. Working Groups/Committees are initiated by DG members (volunteers and/or staff) who see a need to make a recommendation to Council for change. WGs/Committees have a stated goal/end state and consist of a team mix of different disciplines and experiences that contribute to an intentional and comprehensive product.

b. While the spontaneity and initiative is appealing, we need to ensure WGs/Committees continue to be relevant and not redundant; have an end state and do not take on a life of their own; and are transparent and monitored. The following process provides guidelines to ensure continued WG/Committee successes.

2. Scope.

a. Working Groups established to recommend changes and/or additions to Delta Gamma policy, processes, programs or products will adhere to this process. WGs will have a defined charter (content is defined in paragraph 5.); will be comprised mostly of staff; will be approved by the Fraternity Executive Director with guidance from Council; and tracked, supported, and monitored by the Director of Member Services & Special Projects.

b. Committees established to recommend changes and/or additions to Delta Gamma policy, processes, programs or products will adhere to this process. Committees will have a defined charter (content is defined in paragraph 5.); will be comprised mostly of volunteers; will be approved by Council with guidance from the Fraternity Executive Director; and tracked, supported, and monitored by the Director of Member Services & Special Projects.

3. Proponent. The Fraternity Executive Director is proponent of this process. The Director of Member Services & Special Projects is the manager of this process.

4. Responsibilities.

a. Council.

(1) Considers Committee proposals, approves Committee members, and approves Committee Charters with guidance from the Fraternity Executive Director

a. Committee members should not be contacted about potentially serving on the Committee prior to Council approval of the Committee membership and Committee Charter.

b. If a Committee member is a member of EO staff, permission from the staff member's supervisor is also required.

(2) Terminates Committee Charters (see paragraph 7)

b. Fraternity Executive Director.

(1) Considers WG proposals, approves WG members, and approves WG Charters on behalf of Council

a. WG members should not be contacted about potentially serving on the group prior to ED approval of the WG membership and WG Charter.

b. If a WG member is a volunteer, permission from the volunteer's supervisor is also required.

(2) Terminates WG Charters (see paragraph 7.)

b. Director of Member Services & Special Projects. Monitors WG/Committee progress, provides support, and publishes monthly updates.

c. Working Group/Committee Chair or Co-Chairs.

(1) Be familiar with this process

(2) Coordinate with interested parties (volunteer and staff) to solidify and/or define support

(3) Draft Charter in accordance with this process

(4) Forward to Fraternity Executive Director or applicable Council member for review and/or approval

(5) Provide monthly updates in accordance with this process

5. Charter. A charter defines the purpose, desired end state and membership composition. A charter is required when initiating a WG/Committee and must be approved by the Fraternity Executive Director or applicable Council member in accordance with this process. The Charter must follow the Working

Group/Committee Charter Template, overseen by the Director of Member Services & Special Projects, who can assist in the creation of Charters, as needed.

6. Working Group/Committee Operations. The WG/Committee will conduct their meetings as outlined in their approved charter. Consideration must be made for volunteer and staff personal and professional schedules. WG/Committee progress updates will be reported monthly (by end of month) to EO (Director of Member Services & Special Projects will coordinate) for distribution.

7. Working Group/Committee Termination. It is expected that some WGs/Committees will exist for a specific period of time to accomplish a specific objective, and some WGs/Committees will continue for an extended period of time. Regardless, at some point WGs/Committees may need to be terminated. Three events may trigger the termination of a WG/Committee:

- a. the group has achieved its objective and has presented the recommended policy, process, program, product;
- b. a majority (two-thirds) of the group requests to the Delta Gamma Fraternity Executive Director or applicable Council Member that the WG/Committee be terminated for reasons stated, or
- c. the group is deemed inactive, non-compliant with the group's Charter or no longer relevant. The Fraternity Executive Director or applicable Council Member will terminate a group by informing the chair/co-chairs and/or the group's membership. All materials created by the group will be archived.
- d. Any changes to a WG/Committee's status must be communicated to the Director of Member Services & Special Projects for documentation purposes.