

# VERSEN Working Group Organization

A “working group” is a, possibly temporary, group of VERSEN members who work together towards a specific goal.

The reason working groups exist in VERSEN is three-fold:

1. They are meant to make progress on a concrete topic within the VERSEN organization. So they are a method of working together effectively;
2. They are meant to invite and include all members of the community in discussions and work that matters to all of us, including matters that the board and the executive board did not think of themselves;
3. They are meant to make our activities visible to both our community and the outside world.

## Working groups

To have a working group we need the following things:

- **Title:** a one liner
- **Goal:** mission statement in one paragraph
- **Leader:** a person who takes the lead in forming the working group and carrying out its mission
- **Liaison:** person who will be a contact point between the Lead and the VERSEN executive board (necessarily a member of the executive board, but not necessarily a member of the current working group).
- **Members:** typically 5±2 people from the VERSEN members (not board per se), including the Lead person
- **Webpage:** on [versen.nl/working-groups](https://versen.nl/working-groups) with the all of the above information, and the date of the next meeting
- **Slack channel:** using the above title as name and goal as topic, within the VERSEN slack team instance
- **Google drive folder:** under the VERSEN/WorkingGroups folder for minutes and other relevant information regarding the working group

## Executive Working Group

*This is a proposal:* The “executive working group” is a working group that replaces (grows out of) the current “Executive Board”. The goal of the executive working group is to animate the VERSEN community as a whole, and report on its progress. The chair of the VERSEN board, the vice chair, the secretary and the treasurer are certainly members of the executive working group, and also any other active member of VERSEN can be a member of this working group.

For example, one could expect leads of currently active working groups to also join the executive working group for practical reasons (i.e. organizing funding or executing concrete action points).

A more open “executive working group” than the current “executive board” would serve our purpose of more actively engaging VERSEN talented and ambitious community members by giving them direct access to the proverbial table.

## Procedures

- **New working groups:**
  - The executive board solicits for new ideas via the mailing list and via the board mailing list and via personal contacts, and/or the executive board initiates a plan for a new working group and solicits a chair and members from the members of VERSEN.
  - New working groups can be proposed to the executive board by *any member* of VERSEN, preferably by an email.
  - The executive board vets and fiats new ideas for working groups, possibly by one or more rounds of feedback to the initiators.
  - Only working groups with clear and well-defined titles and goals are accepted in the interest of being able to make progress;
  - Initiators can be asked to join the next executive board meeting to discuss details of a new working group.
  - *All* VERSEN members are asked to join a new working group *always*, for example via the newsletter or the members mailing list (so not only via the board member list)
  - A liaison person will be appointed from the executive board. The Chair of the working group will use this person
  - You have to become a member of VERSEN to be a member of a VERSEN Working Group.
  
- **Existing working groups:**
  - Adhere to a code of conduct
  - Are represented online on versen.nl
  - Take notes during their meetings to document decisions and action points (concrete things to do by a specific person). The notes are **not** public per se, but can be published optionally online at versen.nl if needed;
  - Minutes are stored in the VERSEN google drive, shared **privately** between the members;
  
- **Ended working groups:**
  - Are not removed from versen.nl, but clearly indicated as “archived”
  - A (brief) report of the results of the working group are included in the next newsletter

