



Section:	1. Administration
Subpart:	1.5. Conference Operation
Policy No.:	1.5.1.
Title:	Subgroups Supporting the Work of the Organization
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Subgroups Supporting the Work of the Organization

Purpose: Define the formation, charge, operation and reporting for each type of group covered in this policy.

Background: Corporate bylaws give the NCWM Chairman the authority to create and appoint members to subcommittees and task groups, but the bylaws do not clearly differentiate between the types of groups in how they operate. On a less formal level, the Board of Directors, standing committees and subcommittees commonly designate small groups within their membership to focus on specific issues as a means of expediting their work. This policy defines types of groups and how they carry out their respective charges.

Policy:

1. Focus Group:

- a) **Purpose:** Focus on one particular element of the larger group's charge in an effort to expedite development.
- b) **Formation:** A Focus Group is formed within and by a committee, subcommittee, task group, or Board of Directors who volunteer to assist in the effort of the Focus Group.
- c) **Charge:** The charge of a Focus Group is very limited to a specific element of the larger group's charge and may be defined by the chair of that larger group.
- d) **Operation:** A Focus Group has available to them all opportunities to meet electronically between regularly scheduled meetings of the larger group. NCWM provides conference call and web meeting services.
- e) **Decision Process:** Informal development of recommendations by the volunteer participants for the larger group.
- f) **Reporting:** A Focus Group reports and provides recommendations to the committee, subcommittee, task group or board within which it was formed. From that point the recommendations will be handled within the standard processes of NCWM.
- g) **Recognition:** Focus Groups are informal and composed of volunteers. They do not appear on the NCWM Organization Chart. It is not mandatory for the board, committee or subgroup to notify those outside its membership when it creates focus groups.
- h) **Dissolution:** Upon completion of the initial charge.

2. Task Group:

- a) **Purpose:** Develop a particular item or issue on the agenda of a committee, subcommittee or the Board of Directors agendas.
- b) **Formation:** A Task Group may only be established by the NCWM Chairman who will also make all appointments, including the designation of a Task Group chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis.
- c) **Charge:** The NCWM Chair will approve the charge of a Task Group at the time of formation and may establish a deadline. The NCWM Chairman must also approve all amendments to the original charge.
- d) **Operation:** A Task Group has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.
- e) **Decision Process:** All appointed participants of the Task Group are encouraged to participate fully in the development of and the vote on final recommendations. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to participant interest.
- f) **Reporting:** A Task Group reports and provides recommendations to the committee, subcommittee or the Board of Directors for which it was created.
- g) **Recognition:** Task Groups are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** Upon completion of the initial charge.

3. Steering Committee:

- a) **Purpose:** Develop a comprehensive and balanced report that will assist NCWM membership in deciding upon a particularly difficult and divisive issue on the agenda of a standing committee through stakeholder input, development and study of data, and understanding all concerns surrounding the issue. A steering committee should not make recommendations on the outcome of an item or issue.
- b) **Formation:** A Steering Committee may only be formed by the NCWM Chairman who will also make all appointments, including the designation of a steering committee chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis. Members of a steering committee should be dedicated to impartial evaluation and reporting on behalf of the steering committee.
- c) **Charge:** The NCWM Chair will define and document the charge of a steering committee and may establish a deadline.

- d) **Operation:** A steering committee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.
- e) **Decision Process:** All appointed participants of the Steering Committee shall participate in the development of and the vote on final reports as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.
- f) **Reporting:** A steering committee will report to the Board of Directors or standing committee as designated by the NCWM Chair upon forming the committee. Progress reports will be, at a minimum, twice per year at Interim and Annual Meetings. Upon completion of its study, a steering committee will provide a comprehensive and unbiased final report of the issue, including all considerations for and against various aspects of the issue so that the voting membership will fully understand the complexities and impacts of any decisions that are made when forming their positions.
- g) **Recognition:** Steering committees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** Upon completion of the initial charge.

4. Subcommittee:

- a) **Purpose:** Provide ongoing support for a standing committee for standards in a specific subject area requiring specialized expertise on a regular basis as issues are brought forward.
- b) **Formation:** A subcommittee may only be formed by the NCWM Chairman who will also make all appointments, including the designation of a subcommittee chairman. The size and representation by various interests will be defined by the NCWM Chair on a case-by-case basis.
- c) **Charge:** The subcommittee will assist in developing and making recommendations to agenda items as assigned by the standing committee. Additionally, a subcommittee may bring new agenda items directly to the standing committee relevant to the subcommittee's subject matter.
- d) **Operation:** A subcommittee has available to it all opportunities to meet electronically between regularly scheduled meetings of the larger group and may also request meeting space in conjunction with NCWM Interim and Annual Meetings. NCWM provides conference call, web meeting and group email services.
- e) **Decision Process:** All appointed participants of the Subcommittee shall participate in the development of and the vote on final recommendations as they are developed. If a consensus cannot be reached, the vote shall be reported in a manner that shows the count according to stakeholder interest.

- f) **Reporting:** A subcommittee will report to the standing committee that it serves. Progress reports will be, twice per year at Interim and Annual Meetings when items are under development.
- g) **Recognition:** Subcommittees are formal components of the NCWM structure and are recognized on the NCWM Organization Chart during the term of their operation.
- h) **Dissolution:** The subcommittee may exist ongoing and will meet as needed to assist the standing committee.