

## Working Groups Process and Structure Proposal-

### Defining Working Groups:

- Working groups that include community members outside the board will convene to address a specified subject matter to bring back recommendations to the board in order to effectively advise city and county policymakers.
- Internal board working groups will ensure that specific tasks get done to enhance the work of the board (e.g., establish a listserv to communicate with stakeholders, attend a specific function/meeting)

### Establishing Working Groups:

- Two board members can propose a working group to be voted on by the board. Board members who initiate the process will identify the specific purpose of the working group, including a proposed timeline when appropriate and will take leadership in ensuring diverse representation of stakeholders on the board.

### Working Group Composition and Recruitment:

- Working groups will consist of diverse representation of stakeholders, will include at least one board member and will have a chair or co-chairs responsible for establishing a work plan and communicating with the board. Establishing board members will be responsible for recruitment including (but not limited to) sending content to city staff to release to media outlets, sending information to board listserv, etc.

### Working Group Communication:

- Working groups can utilize Internet resources to share information and working document drafts with the public. Chair(s) will communicate regularly with appropriate exec. committee liaisons.
- City staff liaisons will ensure contact information and appropriate links are accessible via the city webpage.