

## *ISWP Working Groups Responsibilities and Governance*

### **Working Group Responsibilities**

ISWP Working Groups play an instrumental role in helping ISWP to achieve its overall mission and specific objectives. Members represent a cross-section of the wheelchair sector and are selected to participate based on their expertise.

Five Working Groups have been established in the first year of ISWP operations: Advocacy, Evidence-based Practice, Membership & Coordination, Standards and Training. Additional Working Groups will be created as needed. One or more Subgroups may be established within each Working Group to implement a particular initiative related to the WG goals/objectives.

A chair (or chair and co-chair) leads each Working Group and is responsible for:

- Setting the meeting schedule.
- Working with ISWP staff on meeting agendas.
- Leading meetings with goal of accomplishing WG and work plan objectives.
- Reviewing meeting recaps.
- Reporting WG progress at Advisory Board meetings.

Working Group members are asked to:

- Make a one-year commitment as a volunteer to actively participate in teleconferences and/or online meetings (1 – 1.5 hours).
- Volunteer at least one additional hour per week for WG-related tasks.
- Respond to e-mails and polls about WG-related topics.
- Help develop the ISWP network worldwide through their contacts and colleagues.

### **Governance**

The following governance will apply during the initial two years of ISWP's operations. The approach is based on a review of three wheelchair/assistive technology industry organizations and one organization outside of the industry.



<b><i>Governance</i></b>	<b><i>Description</i></b>
Working Group Chair	Board members recommend, with ISWP approval
Members	Appointed by WG Chair, with consideration to Board and ISWP staff recommendations
Number of members	Working Group: 14 to 16. Subgroup: 6-8.
Number of observers	Unlimited
Term	1 year with option for 1 additional year
Participation: <i>Minimum # of meetings</i>	One-half of meetings held during year
<i>Compensation</i>	None
<i>Expense reimbursement</i>	As possible based on available funding
Meeting frequency	At discretion of Working Group chair/co-chair. Could be as often as biweekly.
Conduct of meetings: <i>Materials sent</i>	At least 3 days prior
<i>Quorum</i>	Simple majority – 51% of Working Group members
<i>Meeting in person/by phone</i>	Both permitted
<i>Voting</i>	For budget requests – 2/3 majority. All other matters – 51%. In person – voice vote. Web conference could be done using poll.
<i>Action without a meeting</i>	Matter to be voted on e-mailed to WG members, allowing 5 days for comments. Comments will be shared with all WG members. WG will be asked to vote by poll on sixth day. 51% majority required to pass.
Vacancies	Nominations from Advisory Board, WG chair, and ISWP staff. 51% of Working Group to approve.