



NACRW WORKING GROUPS

TERMS OF REFERENCE

This document outlines the rules of engagement for the North American Chemical Residue Workshop (NACRW) Working Groups.

PURPOSE:

Working Groups are established to provide scientific and/or educational materials such as:

- guidance documents, digital information sharing (databases, list serves, etc.), webinars or on-line courses
- services such as oversight of scientific studies, expert reviews of method validations or sharing of reference materials

TERM:

- Working Groups may be established whenever a member of the NACRW community identifies a specific need and makes a proposal to the Organizing Committee.
- The establishment of a Working Group must be recommended by the Organizing Committee and approved by FLAG Works (DBA The North American Chemical Residue Workshop).
- Once approved, the establishment of a Working Group is to be announced on the NACRW.org website or through other endorsed communications.
- There is no limit to the number of Working Groups that may be established.
- Working Groups are established to produce a specific product and are dissolved when the work is completed or discontinued through vote or lack of interest.
- The first NACRW Working Groups were established July 22, 2018 at the annual meeting.

MEMBERSHIP:

- All scientists of the NACRW community are eligible to be members of a Working Group.
- Interested scientists may volunteer to participate on a Working Group.
- Working Groups may recruit scientists with needed expertise from inside and outside of the NACRW community for membership. Scientists recruited from outside NACRW, may simply provide needed expertise or if they desire to do so, may become members of the Working Group and/or the NACRW community.
- Working Group members are volunteers and do not receive compensation except reimbursement for costs to produce a product or service. Any compensation must have prior approval by FLAG Works before costs are incurred.
- To maintain membership, persons must participate in at least 50% of Working Group meetings and assignments.

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- Working Groups establish their own leadership structure (chair, secretary, science advisors, etc.).
 - Working Groups may establish smaller sub-groups to accomplish a specific task. The members of these smaller groups are appointed by the Working Group Chair/s based on expertise and willingness to participate. They report on the progress of their work to the full Working Group at least annually.
 - Members who may gain financially from their participation may not serve as Working Group chair but may serve in other positions.

ROLES AND RESPONSIBILITIES:

The Working Group will be accountable for:

- Fostering worthwhile collaborations between members of the scientific community.
- Defining concrete and achievable goals.
- Developing proposals of work.
- Producing materials and/or services to benefit the NACRW community in a timely manner.

The membership of the Working Group will commit to:

- Attending scheduled meetings or if necessary nominating a proxy.
- Wholeheartedly championing the work of the group.
- Sharing all communications and information with group members.
- Completing assignments in a timely manner.
- Providing written meeting notes for public posting on the NACRW website

Members of the Working Group will expect:

- Honest, respectful, and open discussions.
- An opportunity to contribute their opinions and expertise.
- To be notified of all meetings in a timely manner.
- To be provided with any materials presented before, during or after meetings.
- To be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to complete assignments.

MEETINGS:

- Meetings, whether by conference call, video call or in person, are held at times specified by the Working Group. If needed, conference call resources will be provided by NACRW, by prior approval of FLAG Works.
- Three members of the group must be present to constitute a meeting of which one must be an officer of the group whom will serve as chair & secretary or appoint a secretary for the meeting notes.
- Meetings are scheduled by the Working Group Chair and announced on the Working Group website and/or by email to all members, with adequate notice of agenda items (two week notice recommended).
- Meetings will be chaired by the Working Group Chair or appointee.

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- Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the Working Group Chair makes final decision.
 - It is the Working Group Chair's responsibility to assure that meeting agendas, minutes, notes and other information are provided to the Working Group members in a timely manner.

AMENDMENT OR MODIFICATIONS:

Amendments to the Terms of Reference may be made by consensus of the NACRW Organizing Committee and approval of FLAG Works.