

Roles and Responsibilities of Working Groups

Working Groups are *ad hoc* committees of the organization. Working Groups are established, and members appointed by the Executive Committee. The Science Steering Committee oversees activities of Working Groups.

Why Working Groups?

Working Groups are the primary method for CIG to engage a broad spectrum of our community.

Working Groups do this by:

- Providing input to leadership about community needs
- Organizing community benchmarking exercise
- Organizing workshops and trainings
- Identifying and providing direction in solving computational problems
- Identifying the need for new codes
- Providing mentorship
- Serving as a test bed for new ideas
- Building/seeding a community for new codes

Working Group Expectations

Working Groups are expected to:

- Have a clear set of goals and set a timeline for achieving stated goals. What is the charge of your committee?
- Hold an annual, open virtual committee meeting
- Report back annually to the SSC on its progress towards goals and/or charge of the committee
 - Request for renewal of committee at end of its stated term
- “Meet” on a regular basis
- Membership:
 - Have an open call for members. Members are recommended by the SSC and approved by the EC.
 - Must meet Minimum/maximum (4/8) number of members
 - If requesting a renewal, a WG should refresh its members. Working Groups are expected to engage a broad and diverse community in their activities and membership.
- Elect a Chair or co-Chairs who are responsible for reporting back to the SSC

Working Group Incentives

Working Groups advance community science and influence direction of the organization. Working Groups form to:

- Organize workshops & trainings for a broader community
- Organize hackathons for Working Group activities
- Advise active software development efforts supported by the organization
- Provide recommendations for additional resources and/or directions for the community e.g. Postdocs, computing

- Sponsor domain relevant special issues, synthesis papers, etc. and may request support for publication fees for WG based activities.
- Request and access CIG resources for Working Group activities e.g., staff, workshops, computational, web services, jupyterhub, etc.

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