

Setting Up TSI Working Groups, Task Forces, and Committees

Process for Setting Up TSI Working Groups, Task Forces, and Standing Committees

1. Submit all proposals to the TSI Steering Committee.
2. Compile a written charge for all groups. Ideally this charge will be prepared by those who will be leading the group, though Jim and Kate can assist as needed.
3. Include clearly stated goals, proposed membership, and a timeline in all charges. Link the goals of the group charge explicitly to those of [2CUL Phase 2](#) and/or the [TSI Steering Committee](#) as much as possible.
4. The Steering Committee will review all charges. If the aim of the group is focused exclusively on issues affecting technical services, the SC will determine whether to formally charge the group. If the group's focus includes issues that will have an impact beyond technical services, the SC will submit a recommendation regarding the group to the 2CUL Project Managers.
5. At least one TSI Steering Committee member will be assigned to each group to serve as liaison between the SC and the group. Minimally, SC liaisons will:
 - Monitor progress of group
 - Communicate relevant developments to the Steering Committee
 - Provide brief monthly reports at designated Steering Committee meetings, or as requested by the Committee
6. After approval from the Steering Committee, post charge and subsequent project reports, as appropriate, to the TSI wiki.
7. Track the work of each group as one or more projects in the initiative's tracking system (e.g. Basecamp).