

Workgroup Roles and Responsibilities

- **Workgroup Co-Chairs:**
 - Facilitate meetings, ensuring that mission-aligned work moves forward over time.
 - Appoint one Co-Chair to serve on the Ecosystem Steering Committee; this Co-Chair provides updates to the Steering Committee and the Ecosystem as a whole.
 - Actively recruit (as needed/as appropriate) members from their professional networks to join the Workgroup and Ecosystem.
 - If needed, suggest a policy among members for meeting attendance guidelines (e.g., a maximum number of meetings members can miss).
 - Communicate with core members regarding their participation if they stop showing up and/or fail to communicate that they are no longer interested in participating and take steps to recruit a replacement if necessary.
 - If stepping down, assist in recruiting a replacement in collaboration with the remaining Co-Chair.

- ❖ **Workgroup Members:**
 - Must be (or register as) a member of the larger Philadelphia STEM Ecosystem.
 - Attend Workgroup meetings or contribute ideas virtually as the Workgroup design allows.
 - Participate in activities as able, offering time and expertise to advance the work of the Workgroup.

Workgroup Logistics

- Meetings can take place in person or virtually. Many Workgroups use a scheduled combination of the two.
- Chairs or assigned members share the dates of meetings with the staff of the Philadelphia Education Fund (PEF), so they can be added to the website calendar in a timely fashion.
- When possible, Workgroup meeting minutes are taken and disseminated to the Workgroup members, and posted on the Ecosystem website.
- Small amounts of funding are available for renting space for meetings, providing snacks, sponsoring relevant events, printing materials, etc. PEF has meeting space available if Workgroups would like to meet there.
- Workgroups consist of the co-chairs and a small core of (typically 4-8) working members. The backbone organization will maintain a list of other STEM Ecosystem members who are not interested in joining a Workgroup but who would like updates on Workgroup efforts and opportunities to volunteer on projects, as needed. Register here:
<https://www.surveymonkey.com/r/EcosystemVolunteer>