



The MIT Working Group on Support Staff Issues

Co-Chair Responsibilities

Create TG proposal/timeline

Communicate progress to other Co-Chairs and WG; distribute "update" handouts

Bring group together

Maintain regular meetings

Keep up communication within TG

Synthesis (consolidate information)

Distribute duties & assign tasks

Keep specific meeting minutes and a file on the TG's work

Keep Co-Conveners informed

Track attendance

Recruit new members to the TG or Committee (be proactive)

Model desired membership behaviors (e.g. act responsibly)