

## POLICY STATEMENT CSCA 'Ad hoc' Working Groups



### Modus Operandi

1. A 'working group' can be proposed by any member of the Management Committee; with the objective of the group co-operating to achieve a stated aim of the Management Committee within a reasonable time scale.
2. 'Working groups' can be any number, from one to (say) five max.
3. Each working group to have a clearly defined leader/ co-ordinator charged with the responsibility of organising meetings, as necessary to achieve the goals.  
**Note:** *A good venue for 'face-to-face' meetings (preferred) would be when the Management Committee meet. Timings could (for example) be 08.30 – 10.15 (Management Committee meetings are typically 10.30 – 12.30) or 13.00 – 15.00.*
4. The 'Leader' (or deputy) to report on 'state of play' at the main (quarterly) committee meeting. The final 'Proposal' of the working group should be subjected to scrutiny by the main Committee; before ratification/acceptance as CSCA policy.