



WORKING GROUP HANDBOOK

For Working Group Volunteer Leadership Teams

143 Rollins Ave #2248
Rockville, MD 20847
301-657-1291, OPTION 1
MAIL@AMIA.ORG

Acknowledgements

The initial drafting of this document occurred in 2015 under WGSC Chair Martha Adams' guidance and leadership. Additions and revisions occurred in between then and its release in 2018. A significant revision took place in fall 2020 and early 2021, under the leadership of WGSC Chair Vicky Tiase. There had been a growing desire within the WGSC to revise this document to be a true Working Group handbook for all members, and a guide for WG officers in particular, encompassing answers to the questions that officers always have and details about all of the processes that AMIA WG leaders need to know. The 2020-2021 effort answered a growing desire within the WGs for just such a handbook. This effort dovetailed with a significant 2021 AMIA initiative, led by AMIA Board Chair, Patti Dykes, to re-examine AMIA structuring and governance and make changes accordingly to best align our organization with current members' needs and goals for their primary professional home and operate most effectively as the leading Informatics professional association.

In 2015 and in 2021, members of the WGSC and WG leaders reviewed the handbook and offered input and suggestions. In 2021, all WG leaders were asked for their input, and many provided excellent ideas now reflected here. Staff members including former AMIA Membership Director, Rob Rader; current AMIA Vice President of Membership, Lee Anne Pirrello; and AMIA Program Manager, Member Services and Engagement, Kelly Taylor, participated in this work and guided the handbook through the Board review process and dissemination.

We thank the following AMIA volunteer leaders for their significant contribution in the development of the AMIA Working Group Handbook. As members with longtime experience in volunteer leadership, e.g., service as Working Group Chairs and/or members of the Working Group Steering Committee, they are especially qualified in developing and communicating operating parameters and best practices for smooth WG operations and success.

Catherine K. Craven, AMIA Working Group Handbook Primary Author, WGSC member (2018-2021; 2008-2011 as Chair, Membership Comm); Chair, Evaluation WG (2012-2015); Chair, Student WG (2005-2008)

Kirk Phillips - Chair, KDDM WG (2001-2002)

Jos Aarts - Chair, POI WG (2011-2012)

Radha Nagaraj – Chair, Open Source WG (2012-2013)

Li Zhou – Chair, KRS (2011-2012)

Laura Wiley, Chair, WGSC (2016-2017)

Albert Lai, Chair, WGSC (2018-2019)

Vicky Tiase, Chair, WGSC (2020-2022)

Martha Adams, Chair, WGSC (2010-2015)

Preface

This Handbook provides a summary of WG leadership roles and responsibilities, WG activities with descriptions, and success metrics based upon the experience of current leaders and review of best practices. In addition, basic information is provided on WG-related processes about which WG leaders will most likely need to know. The WGSC Chair, WGSC members, the VP of Member Services, Director of Member Engagement and other AMIA staff are always go-to resources for further details on processes, and additional, related AMIA documents. ([Link to directory](#))

The Working Group Steering Committee (WGSC), the AMIA Board, and other AMIA leaders are committed to the success of each Working Group (WG), as they implement activities and programs for membership and the profession at large. We recognize that WG leaders step forward with varied backgrounds, experience levels, and aspirations for their WG, and offer this Handbook as a guide to clarify roles, expectations, annual planning and activity-related processes, and above all, to aid WG leaders and WGs in success.

Table of Contents

| | |
|--|-----------|
| Acknowledgements | 2 |
| The Volunteer Structure of AMIA—Working Groups | 6 |
| Working Group Steering Committee (WGSC) | 7 |
| The WGSC Chair | 9 |
| Expectations and Essential Elements of Effective Working Groups | 10 |
| WG Leadership Team Expectations | 10 |
| WG Meetings and Activities | 13 |
| WG Activity Examples | 14 |
| Webinars | 14 |
| Journal Club Discussions | 15 |
| Issue/Topic Discussions | 15 |
| Pre Symposium Workshop and Tutorial Submissions | 15 |
| Panels and Other Conference Submissions | 16 |
| Symposium Events | 17 |
| Face-to-face WG meetings | 17 |
| Networking hospitality suites – (optional) | 17 |
| WG leaders and WGSC breakfast | 18 |
| Submitting a New Symposium Event | 18 |
| Other Activities | 20 |
| White Papers | 20 |
| WG Operating Processes | 20 |
| Communicating and Publicizing Events | 20 |
| Discussions on WG Community Listservs | 22 |
| Obtaining Continuing Education Credits | 22 |
| Making Budget Requests | 22 |
| Making Sponsorship Requests | 23 |

| | |
|--|-----------|
| Establishing a New Working Group—Pilot Process | 23 |
| Discussion Forum | 23 |
| Starting a Discussion Forum/Working Group | 24 |
| Statement of Explanation and Purpose | 24 |
| Charter | 24 |
| Annual Review of WG Charter | 25 |
| Transitioning a Discussion Forum to a Working Group | 25 |
| WG Evaluation | 25 |
| Period of Review and Sunset | 26 |
| Reporting | 26 |
| Planning | 26 |
| WG Leadership | 27 |
| Elections | 27 |
| Developing the WG Election Slate | 28 |
| Elected Positions vs. Appointed Positions | 28 |
| Terms | 29 |
| Term of Chair-Elect and Past-Chair | 30 |
| Duties of Officers and Other Members of the Leadership Team | 31 |
| Resignation, Removal, and Vacancies | 31 |
| Conflict of Interest | 32 |
| Roles and Responsibilities | 33 |
| Working Group Chair-Elect/Chair/Past-Chair | 33 |
| Working Group Vice-Chair | 36 |
| Working Group Member-at-Large | 37 |
| Working Group Content Administrator | 38 |
| Working Group Secretary | 39 |
| Staff Accountability and Support | 40 |

About AMIA

AMIA envisions a world where informatics transforms and improves health. AMIA's mission is to improve health through informatics education, science, and practice.

AMIA VALUES

- scientific integrity
- impact
- inclusivity and collaboration

AMIA ACTIVELY SUPPORTS THE FIVE DOMAINS

- Translational Bioinformatics
- Clinical Research Informatics
- Clinical Informatics
- Consumer Health Informatics
- Public Health Informatics

The Volunteer Structure of AMIA—Working Groups

As AMIA's members, we are the center of this volunteer organization, and we are the reason that AMIA is leading the way in transforming health care through trusted science, education, and practice of informatics.

Our AMIA structure is organized to enable us to make rapid, thoughtful, and effective decisions, share ideas, and plan and implement actions and activities. The volunteer structure enables all of us to lead and participate in the ongoing development of the field with our peers, share our passion and expertise in informatics, and advance the profession by doing so.

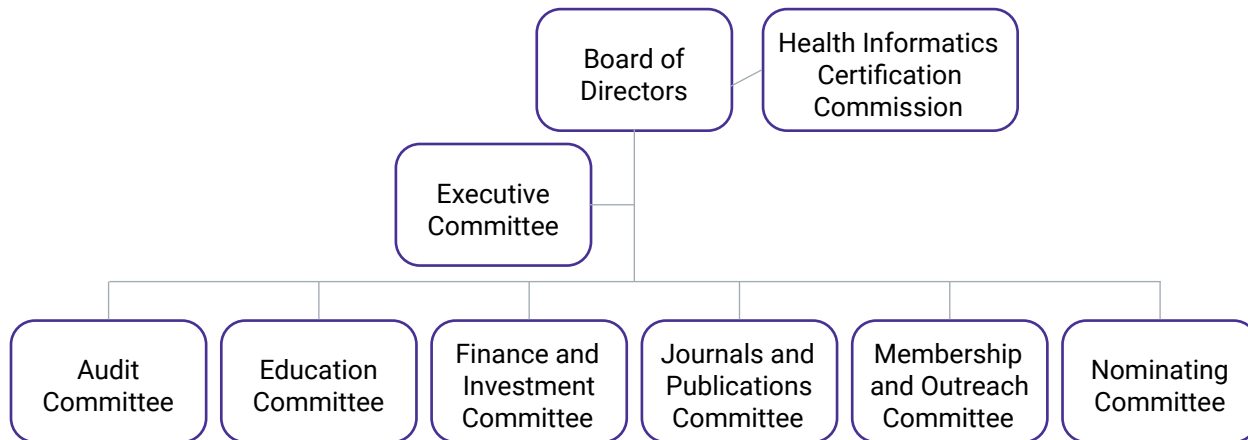
The Working Groups (WGs) are core AMIA units via which we engage deeply in our association, share our expertise and energies, and create opportunities for leadership and participation. Our WGs promote the objectives of AMIA and provide a forum for increasing the professional knowledge and interaction of members with similar interests in biomedical and health informatics.

The AMIA's volunteer structure, including WGs, is organized around policies and practices that promote ethics, transparency, diversity, and inclusion. AMIA leadership and staff work to identify and incorporate best practices in management to mitigate risk and improve workflow for and productivity of the association.

The AMIA staff is responsible for maintaining handbooks, procedures, and manuals that detail functions of the AMIA structure. AMIA staff work with committee chairs and members to create and revise content. Updates are done periodically and included for approval in the Board of Directors' consent agenda.

[Diagram 1] Organizational Chart 1

[Diagram 2] Organizational Chart 2 - Executive Committee Structure



Working Group Steering Committee (WGSC)



Qualifications

AMIA Working Group Steering Committee members must be a member of AMIA in good standing. Committee members have the overall responsibility for supporting the AMIA Board of Directors and carrying out the committee charges as set forth by the Board. Specific composition, terms, roles and responsibilities are maintained in AMIA's Committee Manual. (<https://www.amia.org/about-amia/bylaws-and-policies>)

Expectations

Committee members are expected to:

- Support the mission of the organization and champion our programs
- Participate in committee meetings (frequency varies by group)
- Keep committee materials and conversations confidential
- Respond timely to requests
- Support the majority decision
- Be familiar with AMIA's Conflict of Interest Policy and AMIA's Policy Regarding Speaking on Behalf of or Representing the Organization and Volunteer Reimbursement (<https://www.amia.org/about-amia/ethics/conflict-interest>, <https://www.amia.org/about-amia/bylaws-and-policies/volunteer-reimbursement-policy>)

The primary function of the WGSC is to ensure that the needs of the WGs are met and that WGs and their leaders are effectively mentored and guided for WG success as active, engaged, contributing AMIA units through which all members can participate, contribute, network, and engage with their peers.

WGSC work also includes weighing decisions about budget requests, scoring submissions for WG-submitted pre-symposia events in conjunction with the SPC, communicating about Board-level plans, initiatives, decisions, and objectives and our staff's roles and work within these, and serving as advocates on behalf of all WGs.

The WGSC will continue to support and guide WG leaders as they design and implement activities for each year. The WGSC assures continuity of WG leadership transitions for active and productive WGs. The WGSC promotes steady growth in WGs as evidenced not solely by increased numbers of members who join a WG, but by number and quality of activities implemented, reflection of Board strategic plan goals within these activities, level of WG member involvement and participation in activities, mentoring and development of new leaders with each WG, and WG member satisfaction.

Specific WGSC member responsibilities include:

- Participating in monthly WG leaders calls for information sharing among all participants, including AMIA membership staff members, and other guests as needed or desired (e.g., AMIA Board President, VP of Education and Academic Affairs, Director of Meetings, etc.)
- Participating in monthly WGSC calls with membership staff to discuss WG progress, continued WG mentoring actions, WG issues, challenges, and requests, ways to resolve any problems, reports back on challenge resolution progress, and staff and Board requests and initiatives as they pertain to WGs;

- Mentoring WG leaders and working with them directly as a group and individually to ensure smooth WG operation and success;
- Holding a face-to-face event at the Annual Symposium (traditionally a breakfast) for all WG leaders and WGSC members, in which each WG's leaders are introduced and the activities and achievements from the past year from each WG are shared and highlighted;
- Weighing decisions about WG budget requests;
- Scoring submissions for pre-symposium workshop and tutorial events in conjunction with the Scientific Programming Committee and Education Committee;
- Serving as champions for the WGs;
- Ensuring that WGs understand that any staff related requests are based on best practices for standard operations, specific initiatives, and the [Board's Strategic Plan](#);
- Ensuring that WG leaders and members are aware of the Board's strategic plan and are actively working to incorporate its goals at the WG level. The strategic plan is set by the Board in accordance with AMIA's mission. The Board is responsible for ensuring AMIA is meeting our strategic goals and that our finances are sound. The Board is accountable to AMIA's members.

The WGSC Chair

The Working Group Steering Committee Chair is responsible for communicating the views of and representing the voice of the Working Groups. The representative is a non-voting, ex-officio member of the Board, unless already a voting member. The Chair is appointed by the Chair of the AMIA Board of Directors as part of AMIA's Committee appointment process as defined in the *AMIA Committee Manual*. The Chair also serves as a member of AMIA's Education Committee. The Chair may choose to appoint a designee to serve as the liaison to the committee instead.

The WGSC Chair reports directly to the Executive Committee. The WGSC Chair will be a member of the Annual Symposium Scientific Program Committee as it relates to reviewing WG workshop submissions and reviewing them with the Chair of the Education Committee to determine approved submissions.

Expectations and Essential Elements of Effective Working Groups

WG Leadership Team Expectations

Overall:

- Support the mission of the WGSC, the AMIA Board, and the AMIA Strategic Plan.
- Attend WG Leaders calls as an active, prepared participant.
- Plan, develop, and conduct activities critical to the success of the WG.
- Ensure WG presence at relevant AMIA meetings and membership events.
- Abide by the AMIA [Connect Code of Conduct](#) and remind community members of it when necessary.
- Communicate to WG Members—The Chair is responsible for keeping the WG Website up to date, monitoring email discussion lists, communicating details about and promoting upcoming WG activities and events to WG members, updating WG members with highlights after every face-to-face or virtual meeting and activity. These tasks may be delegated to another WG leader, but the Chair remains ultimately responsible.
- Demonstrate WG Purpose—Each WG must exhibit ongoing action that is consistent with the activities needed for the WG to exist. Assessment of WG productivity, engagement, and success, is done continuously by the WGSC in conjunction with the WG Chair, and AMIA staff.

Specific Tasks:

- The elected officers, including Chair, Chair-elect, and Immediate Past Chair, are active participants in WG activities and effective liaisons to the WG leaders, the WGSC, and the AMIA office, including participation in:
 - The January WG leadership orientation session
 - Monthly WG leaders calls
 - The WG Leadership and WGSC face-to-face breakfast meeting at the Annual Symposium
- The WG will review its Charter annually
- The WG will hold an election (applicable in election years only)
- The WG hold a meeting at the Annual Symposium that aligns with meeting format
- The WG hold at least the minimum expected number of activities (4) in addition to those listed here
- The WG will submit its mid-year, end-of-year, and long-term planning reports
- The WG will keep its WG content pages up to date
- The WG will communicate via and encourage active discussion on the AMIA Connect WG community

WGs establish specific activity plans and goals at the beginning of each year, and can continue to add to these. In conjunction, the following metrics are reported on the WG mid-year, end-of-year, and long-term planning reports.

- Description of meetings and activities - planned, carried out, upcoming, and a brief explanation about “why” and the “benefit” of each
- Leadership Development - ways in which the WG is fostering leadership, including a pipeline for potential candidates for elected positions
- Diversity, Equity, and Inclusion - discussion/evidence of ways the WG is actively working to increase DEI, which is a major aim of the 2020-2025 AMIA Board Strategic Plan
- Career Growth Mentoring - ways in which the WG is offering career advice, assistance, networking
- Collaboration with Other WGs -- any cross-WG activities
- New WG Member Engagement - any outreach to new members of the WG
- Non-member Engagement - any professional interaction or joint events held with nonmembers or groups who have shared professional interests and goals

WG Planning Timeline

| TASK | DATE |
|--|-----------------|
| Become Working Group Chair, Chair-elect, Past Chair | Jan 1 |
| Work with AMIA staff liaison to set up meetings for the year (Zoom) | Jan 7 |
| Chair and other leadership attend Working Group Leaders Orientation | Prior to Jan 31 |
| Chair and other leadership begin WG activity planning in earnest | Jan |
| Submit sponsorship request | Feb 25 |
| If WG is submitting to AMIA Clinical Informatics Conference, submissions due in Feb | Feb |
| Call for working group positions | Mar 1 |
| If WG is submitting to Annual Symposium submissions due in March | Mar |
| Positions for nominations due to AMIA | April 1 |
| Online nominations open | May 3 |
| Communicate with your WG re nominations opening for members to apply for FAMIA | May |
| Mid-Year report due | June 15 |
| If WG is submitting to AMIA Informatics Summit, submissions due in Feb | June |
| <ul style="list-style-type: none"> ▪ Call for Annual Symposium business meeting date/time ▪ Online nominations close | June 30 |
| WG receives list of nominations | July 6 |
| <ul style="list-style-type: none"> ▪ Annual Symposium business meeting selection due ▪ Approved election slate due | July 30 |
| Begin annual review of charter | Aug 1 |
| Receive request for hospitality suites at Annual Symposium | Sept 1 |
| WG elections open, AMIA Board and Committees- odd years | Sept 14 |
| Annual review of Charter due to WGSC | Sept 15 |
| <ul style="list-style-type: none"> ▪ Submit report for AS ▪ Annual report due | Oct 1 |
| Elections close | Oct 25 |
| Election notifications | Oct |
| Face to face WG meetings held at Annual Symposium | Nov |
| WG Leadership begin WG activity plan for next year | Dec |

WG Meetings and Activities

Each WG will hold an annual face-to-face (or a method that aligns with the meeting format) meeting during the AMIA Annual Symposium. Face-to-face meetings at other AMIA events are also encouraged and can be coordinated with AMIA staff for meeting space availability. Meetings are open to all conference attendees and are an important AMIA member and WG recruitment opportunity.

Meetings can be conducted in accordance with the Robert's Rules of Order, Revised, or they can be run more informally. To view the Rules online, visit: <http://www.rulesonline.com/index.html>

Throughout the year, a WG can hold as many leadership planning meetings, committee/task team work meetings, or full group meetings as they choose. WGs also hold activities that are not generally termed "meetings," e.g., webinars with presenters, journal discussions, guest speakers, etc. There is no upper limit on how many of these you can hold.

Meeting Minutes and Activities

Meetings and activities may be conducted by mail, telephone, or electronic media. When business is conducted outside of formal meetings or activities, records of any correspondence, transactions, and decisions should be posted by the WG leadership team into the WG Community site as part of the permanent records of the WG. The Chair has the responsibility to ensure that all minutes, notes, and correspondence are posted and may delegate this task to another WG leader.

For all meetings and activities, in person or virtual, WGs should perform the following actions:

- Record meeting minutes and activity notes ([for easy-to-use template, SEE APPENDIX GV-J Meeting Minutes Template](#))
- Upload minutes and notes to the WG's online community library and send a post to the WG's list on "AMIA Connect" informing the WG community that they are available.
- Highlights and action items from minutes and notes should also be shared with the WG membership via its listserv.
- If action by AMIA staff is necessary, minutes/notes should be shared with the appropriate AMIA staff person.

WG Activity Examples

1. Webinars

WG webinars are one AMIA's most popular engagement activities with content created by the members. Webinars are a great way to present content in which WG members -- and many other AMIA members -- are interested, in a way that makes the WG highly visible.

Because of members' desire to share content openly and include others, AMIA webinars are now open to the general public via our Open Science Webinar Program, which allows unrestricted access for viewing. In doing so, we can reach many more people with timely, relevant and easily accessible content.

You can use any meeting platform to which you have access (e.g., Zoom, WebEx, etc.) and

- Create your own WG webinar available to the public
- No registration fee for non-member participants
- No need to log into amia.org to register
- Flexibility for members to design format and length
- Fewer restrictions on planning ahead dates allow for more current content
- Members may self-promote through their own networks and social media
- No restriction on webinar platform – presenter's choice
- No restrictions on the amount of yearly webinars held

Webinar content and format is free choice. Topics have covered the gamut of informatics-related areas, including but not limited to education issues, specific research projects, research methods, publishing issues, regulation and policy events, and areas of interest in frontline operations informatics.

In addition to serving as presenters in webinars, members of the WG can, themselves, choose to moderate, coordinate, and organize a WG webinar, but they must do so with approval first by the WG leadership team.

Communicating early and several times about webinar details is key to strong participation for webinars - and all activities! Make sure to start with an initial announcement to WG members via the community listserv.

Although no registration through amia.org is required, participants can RSVP if they plan to attend.

2. Journal Club Discussions

Journal club-style discussions focus on discussing and deconstructing one or two papers, discussing significance to the field, overall approach, merits and strengths, limitations, and implications for future work and the field. Usually a session focuses on one article that is newly published. However, the WG could also look at a seminal, foundational paper as part of learning about/revisiting the early days of a topic before having other sessions on current, cutting edge journal articles.

There will be a moderator/discussion leader who will take the group through some of the key points. Then, however, healthy focus on participants adding discussion points and comments throughout is key. Journal club sessions often take place via teleconferencing (e.g. Zoom, Webex), to show the actual document as it's discussed. However, these can occur via conference call line.

A link to the article/articles to be discussed should be distributed along with the announcement about the event, so that participants can read in advance to prepare for the discussion.

3. Issue/Topic Discussions

Although this can be done webinar-style, the focus is generally less about a specific work or works published, and more about an area of interest or concern with potential need for increased vigilance and informatics involvement. Generally one person leads the discussion. It's possible that more than one person could lead a specific area of focus. The leader may start by going over recent events, policy changes, legislation, industry announcements, popular press coverage, etc. Then, the discussion leader will ask for input from the group. Often, the discussion leader will have formulated specific questions/discussion points as a springboard for discussion.

4. Pre Symposium Workshop and Tutorial Submissions

Pre-symposium sessions comprise either workshops or tutorials, which can be either half-day or full day offerings, which take place on the Saturday prior to and the Sunday at the start of the Annual Symposium.

In order to meet the mid-March submission deadline, this means that the WG leaders should start planning in **January** to brainstorm an idea for a proposal, determine who will be involved -- which is usually one or more of the WG officers, but also other WG/AMIA members who have the expertise desired -- solidify the topic, and draft and polish the proposal, with time for all involved to review it, prior to the deadline.

A member of a WG can approach WG leaders with an idea for a session. WG leaders, as part of planning, can put out a call for ideas to the WG. However, a WG-sponsored session must have the approval of the WG leaders. Pre-symposium proposals are often great opportunities for **cross-WG collaboration!** Approach another WG(s) early to kickstart ideas. A written proposal should be prepared by WG leadership -- or with WG leaders reviewing it if another member is leading and drafting -- and submitted to the Scientific Programming Committee (SPC). Proposals are submitted via the AMIA Symposium submission module -- which is linked to the AMIA website and clearly identified -- by the deadline for all annual AMIA Symposium submissions. The Annual Symposium submission deadline date is always in **mid-March**.

Please follow the specified formatting requirements for Pre-symposium submissions, which are posted on the AMIA website.

N.B. Short NIH biosketches or short-form CVs, and email addresses for each of the participants who will be listed as “authors/participants” for proposal should be submitted. The submission module asks for these at the start of the submission process, so they should be ready to go beforehand. NO member should check the “WG Sponsored” box during submission unless the submission has been approved and reviewed in advance by the WG leaders. Sometimes people get confused about this and think it’s a way to alert folks who might attend that they are a member of a specific WG. It is not.

The SPC’s goal is to have the highest quality content for the Annual Symposium Workshops. We also recognize the value of Working Group sponsored/affiliated proposals and wish to support their work at the Annual Symposium. Accordingly, for proposals that are equally ranked and in accordance with prior review practice, preference will be given to the Working Group affiliated submission. The SPC requests that Working Group’s closely monitor “official” contributions to support the SPC’s goal of receiving the highest quality contributions. This step is particularly important since there is a finite amount of programmatic space. Immediately following the submission deadline, the AMIA staff will coordinate with the Working Groups Chair to review and approve WG-designated contributions to confirm the submission as an “official” contribution.

The AMIA Vice President for Education and Academic Affairs is the primary contact for submission-process questions about Pre-symposium sessions.

5. Panels and Other Conference Submissions

Although WGs can sponsor any sort of symposium submission, panel proposals are the most popular and successful. WG-sponsored panel proposals may be for either of the currently accepted formats for AMIA panel proposals: didactic or interactive. Both panel types are 90-minutes in length. The Scientific Programming Committee (SPC) reviews and makes decisions about all panels. Accepted panels are scheduled by the SPC throughout the Symposium.

Competition for panel acceptance is stiff, and WGs are not guaranteed a slot. However, WG’s are encouraged to submit proposals, as well as to partner with other WGs to co-sponsor panel submissions.

WG leaders often initiate panel proposals themselves, including jointly with other WGs. However, a member of a WG can approach WG leaders with an idea for a WG-sponsored panel for which they would like to lead submission and/or participate. WG leaders, as part of planning, can put out a call for ideas to the WG. However, a WG-sponsored session must have the approval of the WG leaders.

Symposium Events

1. Face-to-face WG meetings

Each WG holds a face-to-face meeting at AMIA Annual Symposium, and conference meeting rooms are available for WGs to use. These rooms are scheduled on a first-come first-served basis in the evenings on Sunday, Monday, and Tuesday, each year at Symposium. AMIA staff liaisons will notify the WG chairs to schedule meeting times approximately two months before Symposium, and set the meeting schedule in plenty of time for WG leaders to promote their meeting times.

The content of these face-to-face meetings is up to the WG. WGs leaders often do a brief review of the year's activities and ask for ideas for the upcoming year - with more to follow afterward through the WG community. However, many WGs follow their meetings with some sort of interesting activity. There are several examples of success activities under the "Submitting a new Symposium event" heading, where it's discussed why it's often best to incorporate such an activity into the face-to-face meeting.

N.B. The only caveat is that the SPC does not want such activities to conflict with the peer-reviewed sessions. That doesn't mean the WG can't have someone speak or several members present briefly to kick off a group discussion. But avoid using the word "Panel" since that's a primary type of peer-reviewed AMIA submission or other similar language. Just be aware of the difference and communicate about the activity with this in mind.

2. Networking hospitality suites – (optional)

Networking suites are held in suites in the hotel, which are offered to the WGs for two-hour slots throughout the Annual Symposium. Each WG may select up to two of the slots to promote as their Networking Suite times. WGs can share their suite times with other WGs if desired.

WGs use these for various purposes: to set group discussions about topics of interest to the WG, a place to meet up for brown-bag lunch gatherings, a place where small groups from the WG can meet to discuss potential projects, and often, for open social time in which members and friends drop in as they can.

These rooms are scheduled on a first-come, first-served basis. A Working Group Liaison will email a sign-up sheet to the WG Chairs approximately one month prior to the Symposium. Once the Working Group Liaison arrives onsite at the hotel for Symposium, WG Chairs will be emailed with information on how to access the Networking Suite - usually by picking up a key at the AMIA Registration area.

N.B. In order to avoid running afoul of hotel contract rules, please check with AMIA staff liaison if you want to offer food in the suite other than what individuals carry in for themselves.

3. WG leaders and WGSC breakfast

The Working Group Steering Committee sponsors a breakfast with the WG leaders each year at the Annual Symposium. This tradition was on hiatus for the last couple years, but it is being reinstated. It's held at 7 a.m. the Wednesday morning of the Annual Symposium because that's one of the only no-conflict times for so many people. It's a great time to come together, connect, commune, and personal introductions - which is especially important during election years when there are new "elects" - and celebrate everything the WG's have accomplished during the year!

After food and introductions, the WGSC Chair presents a slideshow of the highlights of all of the activities and accomplishments and near-term upcoming plans laid out by each WG in their end-of-year reports. It's a great way to reflect on and take pride in the work done, to get ideas from others WGs, to identify potential collaborator WGs for upcoming events, and get charged up for planning for the upcoming year.

A Working Group Liaison will let the WGSC and WG leaders know when the Meetings Director has the specific room scheduled for Symposium. However, all WG leaders and WGSC members should reserve this spot on their calendar in January each year.

4. Submitting a New Symposium Event

Creating a new event, separate from currently scheduled events during Symposium in the hotel, must be done by working with the WGSC Chair, Working Group Liaison and likely other AMIA staff, including but not limited to the Director of Meetings.

Although energy and creativity are encouraged (!), this can be a challenge to do given room availability/cost and hotel contract constraints, the already packed conference schedule, which does not have any no-conflict times ever, as well concerns regarding appropriateness of "fit" and the oversight responsibilities of the SPC in these matters.

As such, it's often best to incorporate WG-appropriate activities into the existing venues/times that are already flexible regarding content, e.g. during WG meeting times, during WG Networking Suite times, and possibly, as part of WG-sponsored Pre-symposium sessions, although these have tended traditionally to be workshops or tutorials.

Some examples of how WGs have incorporated various activities into their face-to-face meetings include the following:

- KDDM WG has incorporated announcing details and winners of a student data mining competition during their face-to-face meeting;
- CIS WG has garnered outside corporate sponsorship to pay for hotel catering their face-to-face meetings and have held debates/skits on informatics topics and issues during this time;
- Student WG has held a "Meet the Experts and Leaders" session during their face-to-face meeting in which half a dozen well-known leaders were invited, each introduced themselves and spoke briefly

about their careers to date, and then student attendees asked questions. Leaders then stayed for a set time to speak with individuals who wanted to talk with them directly. That year, the WG leaders did not seek corporate sponsorship, but several volunteers each purchased a bag of candy for attendees to snack on during the session;

- Student WG has held an “All-WG: Meet The WG Leaders Roundtable” session during their face-to-face meeting time. In this session, the WG invited leaders/representatives from all of the WGs to attend. The Student WG members then divided themselves evenly and sat around each of the guests from the other WGs. The guests introduced themselves, briefly shared details about their research and careers, talked about what their WG does, and answered questions. Every 15 minutes, the students rotated to another “WG table” (there weren’t actually tables, just groups of chairs) to get to know other WGs.
- ELSI WG had a series of discussions on a selected topic, including one during a face-to-face WG meeting. The leaders then worked further together and turned the material and ideas generated from the discussions into a WG-sponsored paper. (**N.B.** Please see the permissions process for this in the Handbook.)
- Occasionally, the SPC will try out a new idea, such as “Birds of a Feather” sessions, which are highlighted at Symposium. Birds of a Feather sessions, held during Symposium in assigned meeting rooms, comprise group and small group discussions on predetermined topics. If there’s a topic that a WG, or a coalition of collaborating WGs, would like to propose for a “Birds of a Feather” session, please discuss the idea with the WGSC Chair. For conference planning purposes, it would be best to approach the WGSC Chair with an idea early in the year.
- In addition, several of the WGs have successfully created social and networking events held in the evenings outside the hotel to avoid hotel costs/contract issues, and allow folks to enjoy city venues other than the hotel conference rooms. One such activity has been a WG-sponsored dinner, which is arranged at rotating restaurants that can accommodate large groups. It started out as an ELSI WG-sponsored dinner and grew into the “CIS, ELSI, EVAL, and POI WGs + Friends Dinner,” in which all members and their spouses/families can sign up to participate. The leadership of the WGs makes all of the arrangements and promotes the events. Individuals pay for themselves.
- Another example is the “Women in Informatics Event (WINE)” which was held in the hotel bar. Attendees paid for their own beverages. This started out as an event not sponsored by any one WG. It was proposed by two individuals who approached the WGSC Chair and other staff members for approval and to get the event published in the Symposium Program. The individuals then promoted the event themselves via the listservs. Now, however, it has been folded into the offerings of the Women in AMIA Initiative, and has become an official AMIA Symposium event with a designated hotel room.

Reminder - please ***DO*** notify the WGSC Chair and the AMIA VP of Education and Academic Affairs, to discuss ideas, which will likely need to run by the SPC for approval. Just be mindful of the already packed schedule and standing events each day and every night of Symposium.

5. Other Activities

Just because it's not listed or detailed above doesn't mean the idea isn't a good one! The activities detailed above are popular and have been successful, but there is always room for creativity. If the leaders from your WG are mulling an idea and want input, please bring it up to the WGSC Chair individually or discuss it during the WG leadership monthly call. The WGSC and staff will help you flesh out details, point out any pitfall, and guide you to success.

Some other creative activity examples include the following:

- NI-WG put on a Maker Faire as the focus of a Pre-symposium workshop;
- NI-WG did an oral history project to capture the history of nursing informatics via a series of interviews with long-time AMIA nursing informaticists. They did seek and were awarded an AMIA budget to do so;
- Every year, the POI WG awards the "Diana Forsythe Award" to the authors of the best paper published each year at the intersection of informatics and the social sciences.
- A WG Zoom Happy Hour. These don't cost anything, and they're easy to do. A WG Happy Hour could be held as a standalone event or after another informatics-focused activity such as a webinar.

6. White Papers

WGs have successfully written and published articles on topics of interest to the group, which the WG has officially sponsored. However, there is an approval process for this, which involves the AMIA Board. There is no guarantee that a WG's idea or paper will be approved, or that it will be accepted by a journal, including JAMIA. No WG or individual may go outside of this process to publish a paper or any sort of statement and claim that it is AMIA or AMIA WG-sponsored.

Authorship of any such paper should follow International Committee of Medical Journal Editors rules for attribution; discussion contributors not participating as authors should be acknowledged in the Acknowledgements section.

For further details and assistance regarding this process, please email the WGSC Chair and staff liaison.

WG Operating Processes

Communicating and Publicizing Events

It's the responsibility of the Chair to ensure that all WG meetings and activities are communicated and promoted to members in a timely fashion, with enough lead time in advance for members to reserve space on their calendars. The Chair can delegate publicizing tasks to the other WG leaders or members of the group.

The AMIA Community listserv is a key tool through which to communicate. Social media tweets/posts

are additional ways to spread the word about upcoming events. The WG can also work with their Working Group Liaison to announce activities through official AMIA channels, such as

- AMIA weekly eNews
- AMIA Daily Download

These come out on a set schedule, with content prepared in advance. So contact your staff liaison in advance to find out when your announcement can be incorporated.

Several elements for effective communications about meetings and activities are:

- An informative subject line
- Who, what, where, when, how, and why

That sounds obvious, but it's easy to forget these basic elements. It's also easy to accidentally "bury" these in a lot of body text. The rule of thumb is just make it easy for your WG members to see the key details quickly. Also, please be sure to make it easy for them to copy key details into their own calendars. How much and how often you publicize a specific meeting or event is optional, but experience has demonstrated that three rounds of messaging often works well.

- For example, send a message about an upcoming webinar to your WG Community listserv 3-4 weeks in advance, then 1-1.5 weeks in advance, and then a final reminder the day before or morning of the webinar. Why three times? Because people pay attention to such messages at different times, often just in time, and also as schedules shift and open up, which affords an opportunity to participate.

There is the option to cross-post your activity announcements on other WG lists, too, targeting the groups whose members may be most interested. This can also be done by using the 'announcements' function in the WG Community platform.

A rule of thumb is to post to one WG Community listserv first (and the other WGs involved if it's a cross-WG collaboration event). Then, if desired, later post to the 2-3 other WG Community lists for the groups who might be most interested. Do the same for each round of messaging. Many people belong more than one WG, so they may get the message more than once that day. As long as you're being thoughtful about who you are messaging and judicious, you are not "spamming."

If the WG wants to create an eFlyer for a WG event, or an ongoing WG newsletter, etc., contact your staff liaison for guidance about AMIA branding, logos, etc. There are still creative opportunities, but there are some guidelines to follow.

Discussions on WG Community Listservs

Members of a WG can start a discussion about an informatics issue, idea, policy, method, application, anytime they want and continue the discussion for as long as it's productive. Leaders of the WG can do so, and can encourage other WG members to do so!

WG leaders will want to pay attention to posts, not to stifle or run conversations, but just to be aware in case there is an escalation that is not resolving itself. If there is, there may be a need to redirect the conversation. Please refer to the Code of Conduct (<https://connect.amia.org/codeofconduct>)

The lists are monitored, as well, by AMIA staff, but they rarely have to step in because as professionals, WG members are generally congenial and respectful of differences of opinion, experience, and points of view, and self-direct conversations.

Obtaining Continuing Education Credits

Obtaining education credits for WG programs is possible, although it requires considerable documentation. A disclosure form is standard and the next steps depend on the type of CE (MOC, CME, CNE, pharmacy CE, or dentist CE). All faculty send CVs. MOC-Part II requires 3 assessment questions with rationale provided. The AMIA Director of Education provides guidance for this procedure.

Making Budget Requests

[Budget Request Form](#)

AMIA WG group projects are funded by the AMIA budget on a yearly basis. Note: Budget requests can be made as part of the activities plan and should be submitted by July 15th to be included in the AMIA August budget process.

Funds will not be granted for travel to in-person meetings or funds to hire a grad student for WG project support. Money cannot be requested to buy food for events at the Annual Symposium because of hotel contract rules, however, snacks and drinks are provided for each WG face-to-face meeting rooms.

Please do not put in a budget request for the following: WG leadership planning conference calls or online meetings.

Please contact the WGSC Chair and with any questions regarding budget requests and fundable proposals.

Making Sponsorship Requests

[Sponsorship Request Form](#)

AMIA encourages WGs who wish to seek sponsorship for events and other activities, especially when they have their own contacts and potential sources for sponsorship. The Director of Industry Partnerships can provide guidance in approaching sponsors.

To make sure, however, that relationships with industry, vendors, and outside partners and stakeholders, many of whom are already corporate members or sponsors are managed, WG leaders must fill out a WG sponsorship request form and submit to the Director of Industry Partnerships with WG ideas for sponsorship.

Establishing a New Working Group—Pilot Process

There must be five initiating AMIA members involved as founding members of the WG responsible for launching the new WG.

The pilot process allows for a faster and easier approval process with fewer restrictions for the organizers. It is envisioned that all new working groups will go through this pilot process before being granted formal working group status.

Discussion Forum

These pilots will initially take the form of a “Discussion Forum” (DFs) and will include the following rights and privileges:

- A dedicated online AMIA community to communicate with and attract potential membership.
- Staff and technical support for AMIA sponsored webinars.
- Secondary preference for pre-symposia activity proposals to the AMIA Annual Symposium (highest priority reserved for WGs, lowest priority for unaffiliated proposals).
- For conferences with available networking suites, DFs may reserve these spaces when not in use by formal WGs.

Unlike formal Working Groups, these groups will not have access to:

- Formal meeting space at AMIA conferences. For conferences where networking suites are available, DFs may use these spaces when not in use by formal WGs.
- AMIA’s virtual meeting licenses for standing or ad hoc meetings.
- Budget requests from the WGSC.

Although the Discussion Forum mechanism is designed as a pilot process for new Working Groups, we appreciate and support that some groups may permanently/semi-permanently remain as Discussion Forums. We believe that having an online discussion community can be sufficient and valuable for a number of communities.

Starting a Discussion Forum/Working Group

Regardless of the final goal of the group (e.g., Working Group or semi-permanent Discussion Forum), the process of starting a DF is the same. There must be five initiating AMIA members involved as founding members of the DF responsible for launching the new DF, as well as an administrative person to manage the new community

Statement of Explanation and Purpose

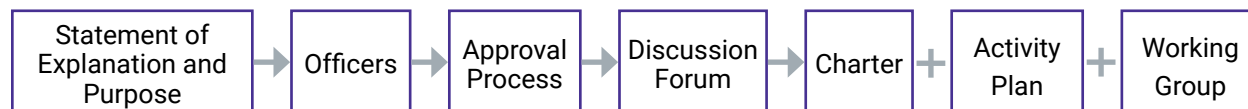
These DF leaders shall prepare a brief purpose statement on the mission/purpose of the DF and an explanation for how they first worked within an existing WG to develop activities on the topic— offered to organize a webinar, group discussion call, or other project on the topic; approached the current officers about forming an internal-to-the-WG committee on the topic to discuss related issues and propose ongoing related activities; etc.—and why there is a demonstrated need for a new group, or why there is not an existing WG appropriate to house and provide activities based on their topic. This statement may also include a description of a potential leadership structure.

[*SEE APPENDIX GV-A: Statement of Explanation and Purpose](#)

In summary, applications for DFs/new WGs require:

- A Statement of Explanation and Purpose.
- An official Working Group Charter including a brief summary of the existing Discussion Forum’s activities and future plans for the WG.
- A signed statement by the Officers that they have read and understand the Working Group Governance Manual.

[Diagram 3] Pilot Process



All proposals for new DFs will be reviewed by the WGSC Chair and AMIA staff. Depending on the complexity of justification, the application may be sent to the full WGSC for review.

Charter

While in the state of Discussion Forum, a Charter should be developed by the initiators. The Charter should contain:

- Listing of Officers
- Overview
- Mission

- Vision
- Domains of Focus
- Goals
- Outcomes [SEE APPENDIX GV-B: Charter](#)

Annual Review of WG Charter

The WG Charter should be reviewed and updated, if necessary, at least annually. The updated WG Charter should be available for review by January 31. A copy must be sent to your staff liaison and the WGSC Chair. After they have reviewed the charter, AMIA will add the latest version of the Charter to the WG AMIA website, and save the old version.

Transitioning a Discussion Forum to a Working Group

The expectations for active WGs are the same for all WGs, including new ones. Exceptions may be granted on a case-by-case basis by the WGSC. Discussion Forums (DFs) will be evaluated based on a balance of the activity of their group (e.g., smaller but highly active groups will be viewed similar to larger groups). Activity of the group will be considered based on the WG handbook, as well as other creative ideas for activities.

WG Evaluation

Throughout each year, particularly at the mid-year and end-of-year when WGs submit activity reports, the WGSC reviews the WG program. The WGSC considers the following questions to determine if a WG is active:

1. Are the elected officers, including Chair, Chair-elect, and Immediate Past Chair, active participants in WG activities and effective liaisons to the WG leaders, the WGSC, and the AMIA office, including a) participation in the January WG leadership orientation session and b) Monthly WG leaders calls?
2. Did the WG hold an election (applicable in election years only)?
3. Did the WG hold a meeting during the Annual Symposium?
4. Did the WG hold the minimum expected number of activities (4)?
5. Did the WG do the annual review of its Charter?
6. Are the WG content pages up to date?
7. Is there active discussion on the AMIA Connect WG community?
8. Does the WG demonstrate purpose and a need to exist?

Period of Review and Sunset

Each year after the WGSC has performed an evaluation of each WG, the WGSC will place WGs that do not comply with the eight basic requirements of being an active WG into a period of review. During this review, the WGSC will engage its members and solicit volunteers to bring the WG back into active status. The WGSC may replace the WG Chair or make other changes to the Leadership Team as needed. Once the situation has sufficiently improved or been remedied, the group will be placed back in active status. The period of review may last no longer than six consecutive months.

If the WGSC does not see evidence of progress or sufficient improvement of the WG during the review, the WG will be assessed for merging with another WG or will sunset. A group of AMIA members may request reinstatement (i.e., to be moved back to active status) by submitting the name of a Chair and signatures of 25 AMIA members who believe there is a need for the WG to exist.

If the WGSC does not receive a request for reinstatement in a timely manner during the period of review, the WG will sunset. Once a WG has been sunsetted, the WG content pages and AMIA Connect community discussions will be shut down, AMIA members will no longer be able to sign up for the WG community, and the WG will be removed from all communication and marketing materials. In the event that a group of AMIA members feel a need for the group to become active again, they should follow the steps for establishing a new WG.

Reporting

Planning

The WG Chair, in conjunction with the leadership team, is responsible for these plans/reports.

[Table 1] Reports and Plans

| Item | Month(s) Due | Owner |
|--------------------------|--------------|--|
| Long-Term Activity Plan | Oct. 1 | Chair-Elect and Chair in odd-numbered years Chair and Past-Chair in even-numbered years |
| End-of-Year Report | Oct. 1 | Chair |
| Mid-Year Report | May 1 | Chair |
| Annual Review of Charter | Feb. 1 | Chair, Chair-Elect, Immediate Past Chair |

WG Leadership

Qualifications

Members of the Leadership Team shall be members in good standing of AMIA and the Working Group at the time of their nomination, election, and service. Should any officer or member of the Leadership Team, or any nominee or officer-elect or committee member-elect, cease to be a member in good standing of AMIA, her or his position shall be declared vacant. The Chair, with the advice and consent of the Leadership Team, shall appoint a member in good standing to serve in the vacated position. At the next regularly scheduled election, there shall be nominations and voting to fill the position. Should such an election be held in an “off year” (e.g., in an even year for an office normally elected in an odd year), the person elected would serve only for the unexpired term, so that the office could continue to be filled in odd or even years, as scheduled.

Except for a specially elected officer who has served less than a full term in the elected position, officers should not immediately succeed themselves in the same office. Exceptions can be made to this policy. It is recommended that persons running for the office of Chair-Elect should have the advantage of having served previously in a leadership capacity for a Working Group.

Composition

The leadership team of the Working Group shall be as follows:

- Chair (required)
- Chair-Elect (required)
- Immediate Past Chair (required, 1 year)

The leadership team may also include the following positions:

- Vice Chair
- Secretary
- Member-at-Large (may have more than 1)
- Meeting Minutes Scribe and Archivist
- Content Administrator
- Other positions as assigned

Elections

Most WG elections are held every other fall in conjunction with the regular AMIA election for the Board of Directors, with the exception of Student WG and NI-WG. The AMIA office will coordinate the WG election process.

The term for the WG Chair is a four-year commitment: one year as Chair-Elect, two years as Chair, and

the last year as Past-Chair. Elections are held every other year for Chair-Elect. There is not a limit on the number of times an AMIA member may run for Chair. * The official term for a new person taking office is January 1.

Developing the WG Election Slate

Members of the working group are able to self-nominate for available positions during the open self-nomination period which takes place in conjunction with the AMIA Board of Directors nomination process. This typically takes place in June/July of an election year.

During any election cycle, a candidate may not self-nominate for

- chair of more than one working group (i.e., Chair-elect of GEN/TBI and Chair-elect of CRI)
- more than one position within a working group (i.e., Chair-elect and Member-at-Large)

Once the nomination period closes, a list of all candidates is shared with the working group leadership. At that time the final slate is vetted and shared with AMIA staff to be included in the final election slate.

Elected Positions vs. Appointed Positions

Elected positions are the “elected officers” of the WG. They are part of the WG’s leadership team, which comprises all elected and appointed positions.

Appointed positions can be created, amended, and ended on an ad hoc basis within the WG, by the Chair, depending on the needs of the WG. The Chair must communicate the expected term of service and specific duties to the appointed candidate when she or he is appointed. The Chair will submit a description of any newly created appointed position, including its specific duties, to the staff liaison.

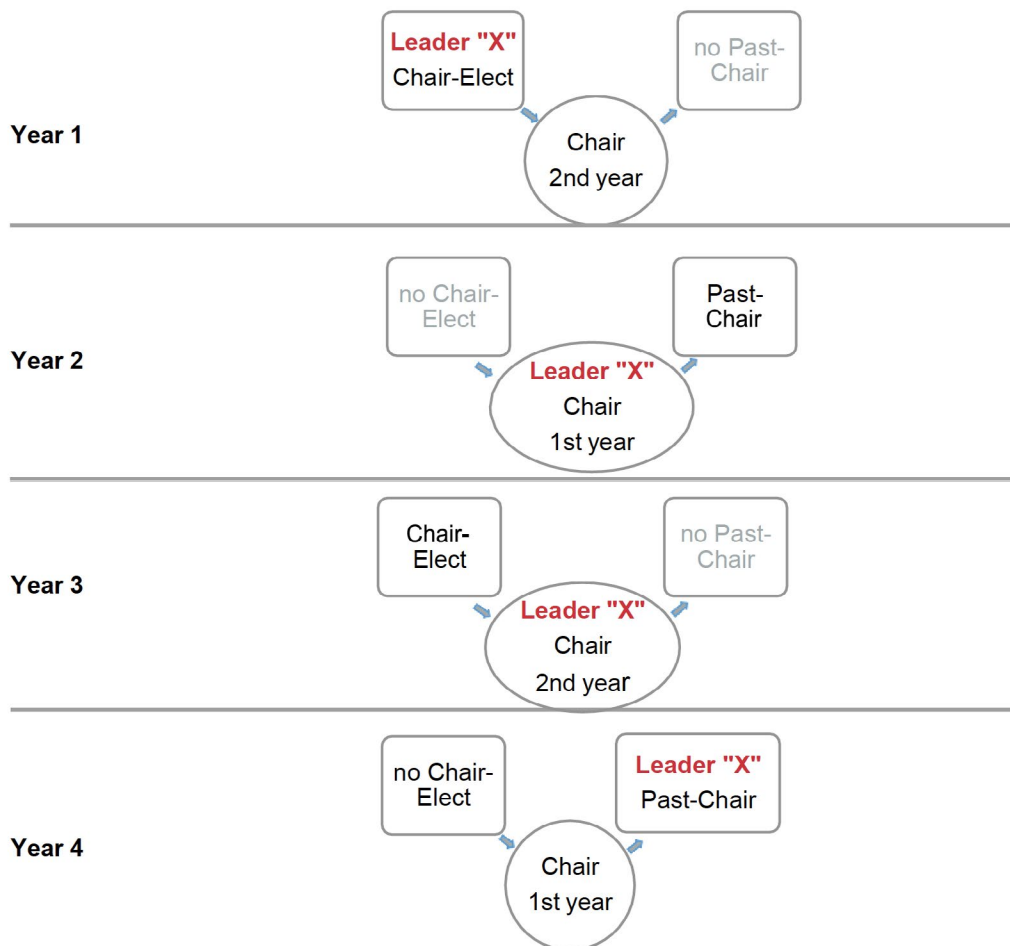
However, if a WG wants to create another elected position, the Chair must submit a request, with an explanation of what the proposed new elected position is, what its specific duties are, and why it’s needed, to the WGSC Chair and staff liaison before March 31 of that year, prior to the start of the elections process. They will advise the WG whether or not the position can be added to the roster of elected positions. The process is the same for eliminating existing elected positions.

Terms

The Chair-Elect should be prepared to serve a total of four years. The time commitment for other WG leadership is determined by the WG Administrative Committee and coincides with AMIA's policies and procedures, unless specific time commitments have been set forth in the individual WG operating guidelines.

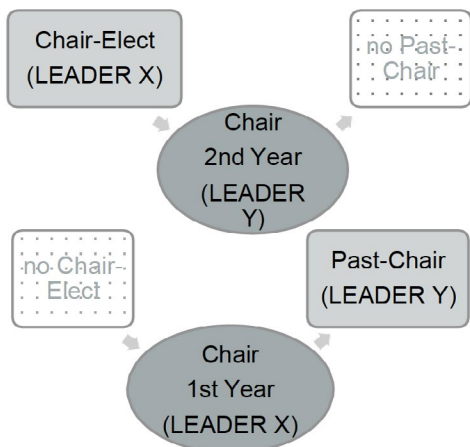
Here is an example of the Chair-Elect's path:

[Diagram 4] Four Year Chair-Elect through Past-Chair Term for Leader "X"



Term of Chair-Elect and Past-Chair

[Diagram 5] Term of Chair-Elect and Vice-Chair



When leader “X” is Chair-Elect, it will be when Chair “Y” is in their second year as Chair. There is no Past-Chair at this time.

When Chair-Elect “X” becomes Chair, Chair “Y” becomes Past-Chair. There is no Chair-Elect position. In other words, at no time is there a current Chair-Elect AND Past-Chair position holding office at the same time. The Past-Chair position takes place during the Chair’s first year. The Chair-Elect position takes place during the Chair’s second year.

Chair-Elect, Chair, and Past-Chair. The Chair-Elect shall serve one year in the position, and in the following two years, serves as Chair. During the fourth year, he or she will serve as Past-Chair.

Vice-Chair. The Vice-Chair shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Secretary. The Secretary shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Member-at-Large. Each Member-at-Large shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Content Administrator. The Content Administrator shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Meeting Minutes Scribe and Archivist. The Meeting Minutes Scribe and Archivist shall serve two years in the position, with the term of office beginning in an odd-numbered year.

Duties of Officers and Other Members of the Leadership Team

Chair. The Chair shall convene and preside over and set the agenda for membership and Leadership team meetings; represent the Working Group in AMIA; provide leadership for the AMIA Connect Working Group and AMIA; and serve as the Working Group's liaison to other groups and individuals concerned in the informatics profession.

Chair-Elect. The Chair-Elect shall assist the Chair as requested, and delegate and participate in the activities and deliberations of the Leadership Team. The Chair-Elect shall manage and ensure the accuracy of the metrics.

Past-Chair. The Past-Chair will serve for one year and assist the incoming chair as necessary. The Past-Chair will also assist in mentorship activities and volunteer recruitment.

Vice-Chair. The Vice-Chair shall participate in the activities and deliberations of the leadership team as necessary and carry out related activities as requested by the Chair. The Vice-Chair will also assist in WG recruitment and AMIA nonmember engagement.

Secretary. The Secretary shall assist in recording minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team and shall participate in the activities and deliberations of the leadership team as necessary.

Member-at-Large. The Member-at-Large shall participate in the work of the leadership team and carry out related activities as requested by the Chair.

Meeting Minutes Scribe and Archivist. The Meeting Minutes Scribe and Archivist shall record minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team. The Meeting Minutes Scribe and Archivist shall archive minutes in the AMIA Connect WG library and shall participate in the activities and deliberations of the leadership team as necessary.

Content Administrator. The Content Administrator shall update the AMIA Connect WG pages and shall submit updates to the appropriate AMIA staff. The Content Administrator shall participate in the activities and deliberations of the leadership team as necessary.

Resignation, Removal, and Vacancies

An elected member of the leadership team may resign upon presenting his or her written resignation to the Chair of the WGSC. The resignation shall become effective at an agreed-upon date.

Conflict of Interest

In their capacity as leaders of AMIA, WG leaders have an obligation to make decisions and conduct affairs of the organization based upon the desire to promote AMIA and its mission. [AMIA's Conflict of Interest Policy](#) aims to educate leaders on what constitutes a conflict of interest or the appearance of a conflict of interest, to set standards for full disclosure of professional and relevant personal activities and relationships that created a conflict of interest or the appearance of a conflict of interest, to remedy and resolve conflicts of interest per AMIA's conflict of management options, and to encourage leaders to remain aware of and take initiative to manage, disclose, and resolve conflicts of interest appropriately.

In order to proactively address any potential conflicts of interest, each WG Leader is required to annually complete and submit a disclosure form in January. Disclosures and agreed to methods of management are summarized yearly on the internal AMIA website, allowing all AMIA members to review the COI disclosures of leaders.

Roles and Responsibilities

Each WG must have a Chair and a Chair-Elect. Other leadership roles (i.e., Vice-Chair and Member-at-Large) are optional depending on, for example, WG size and needs. Expected responsibilities for each leadership role are described on the following page.

Working Group Chair-Elect/Chair/Past-Chair

| ACTIVITY | AS CHAIR-ELECT | AS CHAIR | AS PAST-CHAIR |
|-----------------------|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position. | <ul style="list-style-type: none"> • AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position. | <ul style="list-style-type: none"> • AMIA member for at least two years. • Member of the WG for at least one year. • Recommended but not mandatory: Previous leadership position. |
| Expectations | <ul style="list-style-type: none"> • Learns best practices of the role of chair. • Attends all training sessions. • Assists Chair. | <ul style="list-style-type: none"> • Attends assigned WG meetings as an active, prepared participant. • Plans, develops, and conducts meetings assigned as critical to the success of the WG. • Attends meetings and membership events. • Serves its WG membership by keeping them updated on information, news, and the progress of initiatives. | <ul style="list-style-type: none"> • Assists and mentors Chair. • Actively engages WG members in the Mentorship program. • Leadership training and cultivation. |
| Election | The term coincides with even-numbered years. | The term coincides with odd-numbered years. | The term coincides with odd-numbered years. |

The Working Group Chair's journey begins as the Chair-Elect. A Chair's commitment is four years.

[Table 2] Chair Term/Roles

| | | | |
|-------------|---|--|--|
| Term | The Chair-Elect shall serve one year in the position. | The Chair shall serve two years in the position. | The Past-Chair shall serve one year in the position. |
|-------------|---|--|--|

[Diagram 6a] Chair-Elect through Past-Chair Role



Roles and Responsibilities

- Attends all meetings at which Chair is present and other meetings as needed.
- Attends all training sessions (orientation, coaching, transition).
- Works closely with the Leadership Team to engage WG community members and grow WG membership.
- Assists the Chair as requested, delegates and participates in the activities and deliberations of the Leadership Team.
- Manages and ensures the accuracy of the metrics.

[Diagram 6b] Chair-Elect through Past-Chair Role



Roles and Responsibilities

- participates in WG Leadership Virtual Orientation training.
- Participates in monthly WGSC Leadership calls.
- Participates in the annual WG Communities Leaders meeting.
- Creates, reviews, submits quarterly activity reports.
- Creates, reviews, submits an annual review of the WG’s Charter to determine if updates are necessary.
- Sets the agenda and leads planning calls and virtual and face-to-face meetings for their WG’s leadership team and leads the team via ongoing related emails.
- Seeks the ideas, input, and advice of the leadership team, particularly the Past-Chair.
- Solicits ideas and participation from WG members for activities, topics, panelists, webinar presenters, etc.
- Communicates with the WG to promote the WG’s and other AMIA activities, news, and calls for elections, and to solicit input for activities.
- Oversees the planning and submission of WG-sponsored workshop proposals. The Chair may delegate part or all of this process to one or more of the WG’s other elected officers, but she or he is responsible for reviewing drafts and providing input, including for the final draft, and provides the final authority and

permission for other officers to submit.

- Oversees and submits WG-sponsored panels for the Symposium; the Chair may delegate part or all of this process to one or more of the WG’s other elected officers, but she or he is responsible for reviewing drafts and providing input, including for the final draft, and provides the final authority and permission for other officers to submit.
- Coordinates, organizes, and executes WG-sponsored webinars.
- Coordinates, organizes, and executes other WG-sponsored activities (e.g., topical discussion conference calls; journal-club sessions; Networking Suite gatherings during Symposium; other ideas).
- Delegates specific tasks to the other WG leaders to the extent and in amounts appropriate for their roles in order to coordinate, organize, and execute WG activities.
- Works with the Vice-Chair and other WG leaders to determine if internal-to-the-WG committees should be formed to plan activities related to specific topics.
- In conjunction with the WG leadership team, appoints new WG positions (e.g. Communications/Web Liaison), if needed, and reports to the WGSC Chair regarding these positions.
- Collaborates, where possible, with leaders of other WGs to create and execute co-sponsored activities.
- Collaborates, where possible, with outside colleagues and stakeholders to plan and execute co-sponsored activities.
- In conjunction with the WG’s leadership team and/or WG members, sets the agenda for the WG’s face-to-face meeting at Symposium; the Chair communicates the agenda to the WG in advance of Symposium (or delegates the communication), and hosts and leads the face-to-face meeting.
- The Chair, like all of a WG’s leaders, is expected to participate in/attend the WG’s planned activities whenever possible.
- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.
- Mentors the Chair-Elect and Vice-Chair- during their year of serving as Elects. Seeks counsel of the Past-Chair.

[Diagram 6c] Chair-Elect through Past-Chair Role



Roles and Responsibilities

- Participates in monthly WG Leadership calls.
- Participates in the annual WG Leaders face-to-face breakfast meeting at the Annual Symposium.
- Mentors the Chair, Vice-Chair, the Elects, other leadership team members, and serves as their primary source of advice for the successful continuation of the WG.

- Actively seeks and matches volunteers to a role; recruits volunteers.
- Actively coordinates, mentors, and engages WG members in the AMIA Mentorship Program.
- Actively participate in their WG's leadership team calls, emails, and meetings.
- May, in conjunction with other leadership team members, conduct some of the communication with the WG to promote the WG's and other AMIA activities, news, and calls for elections, and to solicit input for activities.
- May, in conjunction with other leadership team members, oversee and submit WG-sponsored workshop proposals.
- May, in conjunction with other leadership team members, oversee and submit WG-sponsored panels for the Symposium.
- May, in conjunction with other leadership team members, coordinate, organize, and execute WG-sponsored webinars.
- May, in conjunction with other leadership team members, coordinate, organize, and execute other WG-sponsored activities.
- Past-Chairs, like all of a WG's leaders, are expected to participate in and attend the WG's planned activities whenever possible.
- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.
- Should the current Chair have to resign or vacate her or his position for any reason, the Past-Chair immediately resumes the Chair position as Interim Chair. She or he works with the WGSC Chair, in conjunction with the WG's other leaders, to determine if another person should be appointed Chair for the remainder of the term, or if she or he will serve until the next election, and how/when during that election and on-boarding cycle of the officers the transition will occur.

Working Group Vice-Chair

Qualifications

- AMIA member for at least two years.
- Member of the WG for at least one year.

Expectations

The Vice-Chair shall participate in the activities and deliberations of the leadership team as necessary and carry out related activities as requested by the Chair. The Vice-Chair will also assist in WG recruitment and AMIA nonmember engagement.

Election

The term coincides with even-numbered years.

Term

The Vice-Chair shall serve two years in the position.

Roles and Responsibilities

- Participates in virtual orientation training.
- Participates in monthly WG Leadership calls.
- Participates in the annual WG Leaders face-to-face breakfast meeting at the Annual Symposium.
- Actively engages in activities that culminate in WG membership growth.
- Manages and actively engages with AMIA nonmembers as well as the WG members.
- Assists the Chair in preparation of activity reports and other accountabilities.
- Although the Chair is ultimately responsible for ensuring that activities are executed and activity metrics are met, the Vice-Chair will assist the Chair in carrying out tasks necessary to do so.
- Actively participates in their WG's leadership team planning calls, emails, and meetings.
- In conjunction with the Chair, coordinates, organizes, and executes WG-sponsored webinars.
- In conjunction with the Chair, coordinates, organizes, and executes other WG-sponsored activities (e.g., topical discussion conference calls; journal-club sessions; Networking Suite gatherings during Symposium; other ideas).
- In conjunction with the Chair, delegates specific tasks to the other WG leaders to the extent and in amounts that are appropriate for their roles in order to coordinate, organize, and execute WG activities.
- Solicits ideas and participation from WG members for activities, topics, panelists, webinar presenters, etc.
- In a coordinated fashion with the Chair, communicates with the WG to promote the WG's and other AMIA activities, news, and calls for elections, and to solicit input for activities.
- Collaborates, where possible, with other WG leaders to create and execute co-sponsored activities.
- Collaborates, where possible, with outside colleagues and stakeholders to plan and execute co-sponsored activities.
- Expected to participate in and attend the WG's planned activities whenever possible.
- During the period of WG elections, offers to converse with any interested members who are considering self-nomination to answer questions and discuss the experience.

Working Group Member-at-Large

Qualifications

- AMIA member for two years
- Interested and active in the WG

Election

The term coincides with even-numbered years.

Term

The Member-at-Large shall serve two years in the position.

Roles and Responsibilities

- Take on a specific designated annual task or tasks for the WG. The Chair may delegate other tasks to the Members-at-Large as agreed.
- Participate in all of their WG leadership calls, emails, and meetings.
- Attend orientation training.
- Participate in the annual WG Leaders face-to-face breakfast meeting.
- Participate in/attend the WG's planned activities whenever possible.

Working Group Content Administrator

Qualifications

- Basic knowledge of HTML and other web interfaces.
- Basic knowledge of AMIA's community platform and general website.

Expectations

The Content Administrator will attend leadership meetings and work closely with the chair to keep WG pages updated in a timely fashion. This person will also work with the WG membership to gather any and all content necessary for publishing to the WG pages.

Election

The Content Administrator position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Content Administrator will serve a two-year term.

Roles and Responsibilities

- Works with WG leadership to determine strategy for using AMIA's platforms to promote WG activities (i.e., AMIA Connect, WG Public Web Pages, meeting websites).
- Works with AMIA staff to build out AMIA connect and public-facing web pages for the WG.

- Works with WG membership as necessary to gather content for building out sections of the website (i.e., headshots, meeting CFP, video files).

Working Group Meeting Minutes Scribe and Archivist

Qualifications

- AMIA member for at least one year. Proficient in MS Word.
- Preferably proficient in MS Excel and MS PowerPoint.

Expectations

- Be available for every face-to-face or virtual meeting to record minutes.
- Ensure all meeting minutes have been uploaded to AMIA Connect WG community library and announced to membership of their availability.

Election

The Meeting Minutes Scribe and Archivist position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Meeting Minutes Scribe and Archivist will serve a two-year term.

Roles and Responsibilities

- Record minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.
- Archive minutes in the AMIA Connect WG library and post their availability to community members.
- Participate in the activities and deliberations of the leadership team as necessary.

Working Group Secretary

Qualifications

- AMIA member for at least one year. Proficient in MS Word.
- Preferably proficient in MS Excel and MS PowerPoint.

Expectations

- Shall coordinate with Scribe to be available when Scribe is unavailable to record minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.
- Shall be available to the leadership team in the development of materials and reporting.

Election

The Secretary position will be elected in odd-numbered years during the normal WG election cycle unless otherwise noted.

Term

The Secretary will serve a two-year term.

Roles and Responsibilities

- Shall assist in recording minutes of face-to-face and virtual meetings (in and outside AMIA Connect) of the leadership team.
- Shall participate in the activities and deliberations of the leadership team as necessary.
- Assist leadership team in development of presentations, reporting, etc.

Staff Accountability and Support

Turnaround time on requests is normally 24-72 hours and up to 1-2 weeks on more comprehensive requests. For requests to update the AMIA website, simple requests can normally be taken care of in a few days, but more complex requests will need to be scheduled.

[SEE APPENDIX GV- L: Staff Support Services](#)

List of Appendices

[GV-A – Statement of Explanation & Purpose](#)

[GV-B – Charter](#)

[GV-C – Signed Statement](#)

[GV-D – Long Term Activity Plan](#)

[GV-E – Annual Report](#)

[GV-F – Quarterly Report](#)

[GV-G – Annual Charter Review – Updates](#)

[GV-H – Liaison Request Form](#)

[GV-J – Meeting Minutes](#)

[GV-K – Position Request](#)

[GV-L – Staff Support Services](#)

[GV-M - Budget Request](#)

[GV-N - Sponsorship Request](#)