



## CAPITAL REGION CLIMATE READINESS COLLABORATIVE

### WORKING GROUPS

*Updated May 3, 2021*

#### Overview

Establishing working groups can expand our region's capacity to pursue additional initiatives by leveraging the time and resources of multiple organizations and community members to maximize our impact. CRC is well positioned to host working groups due to our existing network of members, institutional capacity, and overall understanding of regional climate change efforts and gaps.

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#### Roles & Responsibilities

Each Working Group shall be composed of a Lead and Supporting Members.

❖ Working Group Lead:

The lead of the working group must be a CRC member (with recommended support from a CRC Steering Committee member) to ensure a good flow of communication back to the steering committee and to ensure the Working Group is appropriately representing CRC.

❖ Working Group Member:

Members of Working Groups can include CRC members, as well as non-members, including other agencies, organizations, community leaders, subject matter experts. There may be times when the Steering Committee decides to form a Working Group that is only appropriate for, and comprised of, CRC members.

❖ CRC Staff:

CRC staff are able to provide limited administrative and coordination support to assist the Working Group, including scheduling and determining the structure for meetings, coordinating with Working Group and CRC members, and disseminating final materials to the public and CRC members. However, the Working Group Lead and its members must manage agendas, notes, and follow-up action items.

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## Process

- ❖ The Steering Committee identifies a need to form a Working Group focused on a specific topic or task.
- ❖ CRC Staff share an interest form with CRC members to determine who is interested in participating in the Working Group.
- ❖ The Steering Committee identifies a Working Group Lead and/or asks for volunteers to lead the Working Group.
- ❖ CRC Staff and Working Group Lead drafts summary of Working Group purpose and shares out with broader CRC membership via website and newsletter.
- ❖ CRC Staff works with the Working Group Lead to refine structure, schedule the initial meeting, and establish a listserv (if needed).
- ❖ The Working Group Lead manages all aspects of the working group, provides regular updates to the Steering Committee, and engages with CRC Staff for additional support when needed.
- ❖ Once a Working Group achieves its objectives, CRC Staff will work with the Working Group Lead to highlight accomplishments, resources, and other materials on the CRC website and newsletter.

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## Logistics

- ❖ The Working Group Lead and/or LGC Staff will provide a virtual meeting link to host the Working Group calls. In-person meetings, when safe to do so, are an option if confirmed by the Working Group members.
- ❖ The Working Group calls should take place at least once a quarter, ideally once a month.
- ❖ Dates for Working Group calls should be made public and will be shared out with other CRC members.
- ❖ Notes should be taken at each meeting and shared with the Working Group listserv. LGC staff will store the notes in a CRC shared folder that is publicly accessible by all CRC members.

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## Questions?

Contact [cfoster@lgc.org](mailto:cfoster@lgc.org) and/or [amcgarvey@lgc.org](mailto:amcgarvey@lgc.org).