

DSAA processes for working groups and documents

Working Groups

- DSAA recognises the voluntary labour of people leading working groups, and the diversity of leadership styles. Hence there is flexibility in how the working groups will be led/managed in each case, at the discretion of the lead in consultation with the Executive.
- Nonetheless, guidelines for respectful and collegial relations must be followed at all times, including in the conduct of meetings and discussions. The lead has the responsibility to ensure that these guidelines are met.
- The numbers of a members of working group will depend on the task and the availability of DSAA members and non-members to fill roles.
- All working groups involve discussions and consultations. The extent of these will depend on the task at hand, but at a minimum, all members should feel comfortable with putting their name to the output/s.
- Working groups are opportunities for mentorship, with senior members encouraged to support junior members to make contributions, and lead initiatives, where appropriate.
- If problems occur within a working group, any member can contact the President and/or Vice President to mediate/resolve disputes or otherwise intervene as required.
- Members of working groups must make a commitment to participating in the activities of the working group, and can be removed from a working group or not included as an author if they do not pull their weight, by agreement of the majority of working group members.

Documents

Different processes are to be followed for different types of DSAA-produced documents: a) Resources; b) Submissions, and; c) Statements.

Resources:

- A working group of no less than 4 members develop the resource. Resources led by a single person need to consult and incorporate the feedback of the other members. All members of the working group to be cc'ed on the draft resource when it is sent to the committee
- Some resources will need to be circulated for wider feedback from the general membership (for example the journal list). It is the decision of the committee which resources require more extensive member consultation, and which can be approved by the committee without such consultation.
- The committee give the final go ahead for the resource to be considered a DSAA resource. The committee decides whether to a) accept the resource as is; b) reject the resource as not in keeping with the aims, values, and identity of the association; c) suggest modification for the resource to be considered DSAA.
- The committee would take into consideration the nature of the consultation within the working group, and the composition of the working group (expertise and number of people) when making their decision. All due respect will be given to the

labour of the working group, and aim to approve without extensive modification wherever possible, while also safeguarding the reputation of the association.

Submission:

- A working group of no less than 4 members to be constituted.
- Members are invited to join the working group through member communication (such as the newsletter) if time allows.
- At least one member of the working group must be a committee member. The President and/or Vice President to be involved in either an active or observation capacity.
- Draft submission to be made available to all DSAA members if time allows.
- Near final submission to be tabled at the next committee meeting for additional comments and approval. Approval can be via email if revisions are requested.
- The President signs off on any submission. The work of all working group members, lead author if appropriate, to be acknowledged.

Statement: Refers to statements related to the values and aims of the DSAA

- A working group of no less than 4 people is constituted with 1-2 leads. The leads may appoint working group members based on their expertise, and they do not necessarily have to put out a general call to the membership.
- At least one member of the working group must be a committee member.
- It is recommended that the views of the general membership on the topic of the statement are collated prior to the drafting of a statement through either survey monkey or other forms.
- Draft statement to be shared with the committee for feedback.
- Draft statement then to be shared with the general membership, with sufficient time and guidance for members to provide their feedback to the working group.
- Working group to revise statement. If extensive revision is required, steps 4 and 5 to be repeated.
- Near-final statement tabled at the next committee meeting for approval.
- Near-final statement put on the DSAA website, with members having at least two weeks (from notification) to make an objection to the statement. The objection should be sent to the President or Vice-President, who, in consultation with the leads of the working group and other committee members if necessary, decide if the objection is valid and requires addressing.
- Statement finalised, and is put on the DSAA website. Any proposal to amend the statement at a later date needs to be approved by the committee.