

CONVENED GROUP DATA FORM

CHARGE, PURPOSE, ASSIGNMENT, or TASK - Attach additional sheet if more space is needed.

Glossary of Definitions: Convened Groups

Type of Convened Group	Duration	Perspective	Bargaining Units	Charge	Dissolution Date or Deadline	Term Limits for Members
Cabinet, Council, Team	Long-standing	Direct Reports	No call. All ex officio.	On-going work or recurring issues	No	No
University Committee	Long-standing	Broad, Various, Wide-Ranging, Inclusive	All units are represented.	On-going work or recurring issues	No	Yes
Divisional Committee	Long-standing	Focused, Confidential, Specific	May be limited. Emphasis placed on representation from specific work areas. May include only units that interface with charge assigned to the group.	On-going work or recurring issues	No	Terms applied only to members representing a Bargaining Unit. Not applied to members representing a specific work area.
Task Force	Temporary	Broad, Various, Wide-Ranging, Inclusive	Emphasis placed on representation from specific work areas. May include only units that interface with charge assigned to the group.	Specific task or issue	Yes	No term limits due to the planned dissolution of the group
Work Group	Temporary	Focused, Specific, Narrow	May be limited to a single Bargaining Unit. Or emphasis may be placed on expertise or positional authority	Specific task or issue	Yes	No term limits due to the planned dissolution of the group

Glossary of Definitions: Convened Groups

Convened Group

- Any group of people who have been brought together for a specific purpose.
- The group is assembled via an officially recognized convener.
- The term 'convened group' includes cabinets, councils, long-standing university and divisional committees, and temporary task forces and work groups.

Cabinet or Council

- All members are ex officio and included because of their positional authority, title, or role.
- The group has a defined structure. Meetings are scheduled at regular intervals or are triggered by events which have been anticipated as needing a response.
- Typically convened by a supervisor and their direct reports.

University Committee

- A long-standing group which addresses ongoing or recurring issues.
- A university committee has wide representation. The group is represented by all bargaining units.
- The group has a defined structure. Meetings are scheduled at regular intervals or are triggered by events which have been anticipated as needing a response.
- Members serve for a specified term.

Divisional Committee

- A long-standing group which addresses ongoing or recurring issues.
- Members represent specific work areas or perspectives. Representatives may be from a single Bargaining Unit or a specific area or department.
- The group must be agile and responsive enough to keep operations functioning smoothly.
- The group has a defined structure. Meetings are scheduled at regular intervals or are triggered by events which have been anticipated as needing a response.
- Members representing bargaining units serve for a specified term.

Task Force

- A Task Force is temporary and dissolved once the project is completed or the deadline arrives.
- A Task Force brings together people with different expertise and provides varying perspectives on the topic/work.
- Members represent several bargaining units and/or multiple work areas.
- Members serve until the task is complete or the deadline arrives.

Work Group

- A Work Group is temporary and dissolved once the project is completed or the deadline arrives.
- A Work Group is formed to address a specific issue or complete a specific task.
- A Work Group does not need to include wide representation from all constituencies. It may include only one bargaining unit or employees from a singular work area or department.
- A Work Group provides expertise or recommendations on a particular matter where focused perspective is needed.
- Members serve until the task is complete or the deadline arrives.