

SoBRA Executive Committee

Management of Sub-groups Procedure

1. This procedure sets out arrangements for the management of the SoBRA working groups (sub-groups) which have been established to develop specific initiatives of interest to the SoBRA membership.
2. A sub-group shall be established only where there is documented evidence of support for the relevant initiative amongst the SoBRA membership (such evidence to be demonstrated through an appropriate means such as direct canvassing or survey) and where a current member of the SoBRA Executive Committee is willing to act as sponsor.
3. The sub-group sponsor is responsible for ensuring there is an accurate and timely flow of information between the sub-group and the SoBRA Executive Committee, and that the sub-group and its members observe the requirements of this procedure.
4. The sponsor shall notify the Executive Committee in writing within one month of any changes to the membership of the sub-group.
5. Each sub-group shall produce a brief written summary (no more than 1 page A4) setting out the terms of reference (ToR) for the sub-group. This shall include details of the membership of the sub-group, details of the initiative, proposed method(s) of working, expected timescales, anticipated outputs and proposed arrangements for reporting to the Executive Committee.
6. The ToR must be submitted to, and receive approval from, the Executive Committee before the sub-group invests time and resources undertaking work directly relevant to the work plan described in the ToR.
7. No sub-group (nor individual member of a sub-group) shall present itself (or themselves) as representing the Society, or its formal opinions or views, without the express written approval of the Executive Committee.
8. No sub-group (or individual member of a sub-group) shall commit the Society to any financial expenditure, or enter into any other legal agreement or obligation, without the express written approval of the Executive Committee.
9. It is not generally expected that sub-groups will require financial support. However, should there be an identifiable need, then prior to entering into any commitment, the sub-group, via its sponsor, should seek the approval of the Executive Committee to draw upon Society funds. Such a request must contain sufficient information to permit the Executive Committee to make an informed decision on the pros and cons relating to the purpose of the funding, and a firm indication of any uncertainty in the quantum of funding required. If there is an option of seeking funding from external sources, the approval of the Executive Committee will still be required before any formal approach is made to secure funding from such sources.
10. The ownership of any Intellectual Property Rights (IPR), copyright, patents, etc. that stem from work of a sub-group will be vested in the Society and shall remain the

property of the Society to use, to be shared with members, published, sold or traded, on behalf of the members of the Society.

11. A sub-group may be disbanded when it ceases to continue to have a purpose (for example when it has completed its task) or, if after a period of 12 months the sub-group has made no progress and is unlikely to make any further progress, or if the sponsor makes a reasoned and reasonable request that the group be disbanded, or if the Executive Committee considers that the sub-group is no longer viable, no longer needed or it is not acting in the best interest of members of the Society. Where there appears to be a lack of progress with a sub-group, the Executive Committee reserves the right to replace the appointed leader and/or non-productive members of that sub-group.