

## Rules of Engagement for ATARC Working Group Members

**NOTE:** All categories' membership status may be under review if expectations are not met consistently

Membership Category	Expectations	Recognition
<p><b>ATARC Board Members</b></p> <p><i>Board Meetings every 6 weeks. Must attend or notify meeting coordinator (Maddy)</i></p>	<ul style="list-style-type: none"> <li>● Provide 3 new speaker suggestions or introductions prior to each board meeting</li> <li>● Must choose a Working Group to participate in 1<sup>st</sup> of the month leadership meeting/summit planning: will be responsible in briefing board during Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in topic appropriate ATARC summit planning meetings</li> <li>● Participation in monthly Leadership Team call</li> <li>● Participation in quarterly Working Group Calls plus in person meetings at Gov location</li> <li>● Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Government WG Chair</b></p> <p><i>1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>● Must bring in 1-3 talking points to each 1st of the month meeting</li> <li>● Must recommend 5 new government speakers for ATARC virtual speaking engagements</li> <li>● Participate as speaker in 2nd WG meeting of month once a year</li> </ul>	<ul style="list-style-type: none"> <li>● Introduction of one afternoon program at topic appropriate summit</li> <li>● Participation in topic appropriate ATARC summit planning meetings</li> <li>● Participation in monthly Leadership Team call</li> <li>● Participation in quarterly Working Group Calls plus in person meetings at Gov location</li> <li>● Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Government WG Vice Chair</b></p> <p><i>1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>● Stand in for the “chair”</li> <li>● Must recommend 3 new government speakers for ATARC virtual speaking engagements</li> <li>● Participate as speaker in 2nd WG meeting of month once a year</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in topic appropriate ATARC summit planning meetings</li> <li>● Participation in monthly Leadership Team call</li> <li>● Participation in quarterly Working Group calls plus in person meetings at Gov location</li> <li>● Participation in twice-monthly Project Team calls</li> </ul>

Membership Category	Expectations	Recognition
<p><b>Industry WG Chair</b></p> <p><i>1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>• Must bring in 1-3 talking points to each 1st of the month meeting</li> <li>• Must recommend 5 new government speakers for ATARC virtual speaking engagements</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition in ATARC summit signage</li> <li>• Free Attendance at one topically relevant summit &amp; recognition with ATARC ribbon on name tag</li> <li>• Introduction of one afternoon program at topic appropriate summit</li> <li>• Participation in topic appropriate atarc summit planning meetings</li> <li>• Participation in monthly Leadership Team call</li> <li>• Participation in quarterly WG calls plus in person meetings at Gov location</li> <li>• Participation in twice-monthly Project team calls</li> </ul>
<p><b>Industry WG Vice Chair</b></p> <p><i>1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>• Stand in for the “Chair”</li> <li>• Must recommend 3 new government speakers for ATARC virtual speaking engagements</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition in ATARC summit signage</li> <li>• Free Attendance at one topically relevant summit &amp; recognition with ATARC ribbon on name tag</li> <li>• Participation in topic appropriate ATARC summit planning meetings</li> <li>• Participation in monthly Leadership Team call</li> <li>• Participation in quarterly Working Group calls plus in person meetings at Gov location</li> <li>• Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Government PT Chair</b></p> <p><i>PT – 1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>• Must set agenda/talking points for each PT Meeting</li> <li>• Must assign post meeting action items between sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in topic appropriate ATARC summit planning meetings</li> <li>• Delivery of PT Briefing at topic appropriate summit</li> <li>• Participation in monthly Leadership Team call</li> <li>• Participation in twice-monthly PT calls</li> </ul>

Membership Category	Expectations	Recognition
<p><b>Government PT Vice Chair(s)</b></p> <p><i>PT – 1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>Stand in for the “chair” and keep chair accountable for progress</li> <li>Note Taker during meetings and must upload to Huddle within 72 hours</li> <li>Must contribute ideas and provide value to the deliverable of the PT</li> </ul>	<ul style="list-style-type: none"> <li>Participation in topic appropriate ATARC summit planning meetings</li> <li>Participation in monthly Leadership Team call</li> <li>Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Industry PT Chair</b></p> <p><i>PT – 1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>Must work with Government co-chair to set agenda/talking points for each PT Meeting</li> <li>Must work with Government co-chair to assign post meeting action items between sessions</li> </ul>	<ul style="list-style-type: none"> <li>Recognition in ATARC Summit Signage</li> <li>Free Attendance at one topically relevant summit &amp; recognition with ATARC ribbon on name tag</li> <li>Participation in topic appropriate ATARC summit planning meetings</li> <li>Delivery of PT Briefing at topic appropriate summit</li> <li>Participation in monthly Leadership Team call</li> <li>Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Industry PT Vice Chair(s)</b></p> <p><i>PT – 1st and 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>Stand in for the “chair” (whenever absent) and keep chair accountable for progress</li> <li>Note Taker during meetings and must upload to Huddle within 72 hours</li> <li>Must contribute ideas and provide value to the deliverable of the PT</li> </ul>	<ul style="list-style-type: none"> <li>Free Attendance at one topically relevant summit &amp; recognition with ATARC ribbon on name tag</li> <li>Participation in topic appropriate ATARC summit planning meetings</li> <li>Participation in monthly Leadership Team call</li> <li>Participation in twice-monthly Project Team calls</li> </ul>
<p><b>Members (Government/Industry)</b></p> <p><i>PT – 2nd WG meeting of month</i></p>	<ul style="list-style-type: none"> <li>Must choose at least one Project Team housed within a WG</li> <li>Must attend at least 2 out of 3 (or 60%) of those meetings a month</li> <li>Must contribute ideas and provide value to the deliverable of the PT</li> </ul>	<ul style="list-style-type: none"> <li>Participation in twice-monthly Project Team calls</li> </ul>