

**PROFESSIONAL DIVISIONS COMMITTEE (PDC)**  
**PROCEDURE FOR ESTABLISHING A**  
**WORKING GROUP (WG)**

SCOPE: A Working Group is a group of ANS members interested in a specific topic and/or issue that is considered under the scope of one or more existing Professional Divisions. The issue and/or topic may have relevance and importance to the ANS membership and establishing a WG would provide more focus to enhance the development of the issue and/or topic.

Step 1: A Working Group (WG) may be formed under the sponsorship of one or more existing Professional Divisions (PDs):

1. When the topic and/or issue has relevance, or
2. When the topic and/or issue is included in the scope of one or more existing of PD(s), or
3. When petitioners of a proposed Technical Group (TG) that is not approved by the PDC want to formally function under a PD(s).

Step 2: A WG may work under the sponsorship of one or more existing PDs for an unlimited period of time or until it becomes sufficiently sustaining and robust/relevant enough to petition the PDC for TG status.

Step 3: The WG will have to be approved by a 90% or greater vote of the PDC.

Step 4: The PDC Chair will advise the Board of Directors of the approval of the formation of the WG at the next ANS Board of Directors Meeting after PDC approval.

Step 5: The WG will be required to have structure: There will be officers and an executive committee determined as follows and which report to the sponsoring PD(s).

1. The sponsoring PD(s) Executive Committee(s) will appoint one member (from each sponsoring PD) to serve on the Executive Committee of the WG leadership.
  - a. The WG leadership will include:
    - i. Chair,
    - ii. Vice Chair,
    - iii. Secretary,
    - iv. Treasurer

- v. Executive Committee, 5 members.
- b. Members serving in these positions are appointed by the Executive Committee(s) of the sponsoring PD(s) and not elected. The WG petitioners select the first leadership. Thereafter, the WG leadership makes recommendations to the sponsoring PD(s) Chair(s).
- c. The Chairs of the sponsoring /PD(s) and the Chair of the PDC will be ex officio on the executive committee of the WG.
- d. The WG will not have financial resources except those provided through the sponsoring PD(s).

Step 6: The WG will be governed by the Bylaws/Rules of the sponsoring PD(s).

Step 7: The sponsoring PDs need to acknowledge the WG in all of its activities and presentations to the PDC and ANS Board of Directors.

Step 8: The WG shall be recognized with the sponsoring PDs in all sponsored sessions in all literature.

Step 9: The PDC will identify a Metric under Division Services to Membership – Professional Development for PD(s) that have a WG.

Step 10: The WG chair and vice chair will be formally listed on the PDC listserv. They will have no vote on PDC issues except through the sponsoring PD(s) chair and vice chair.

Step 11: ANS will create a listserv for the WG leadership and provide space on the ANS web site.

Step 12: Should a WG wish to petition to become a Technical Group, they will follow the PDC Technical Group Formation Process.

10/19/05