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FORUM

How to Chair an SSAC Work Party



What to Expect

- **Goal:** Provide valuable insights and practical perspectives on effectively leading an SSAC Work Party
- **Discussion Topics:**
 - Expectations and Responsibilities
 - Planning and Organizing Meetings
 - Facilitating Discussions & Participation
 - Managing Conflict & Consensus
 - Delegating Tasks & Tracking Progress
- **Interactive Format:**
 - Moderator-led panel discussion.
 - Open Q&A and discussion with SSAC members.

Moderator & Panelists



Moderator

Tara Whalen



Panelist

Suzanne Woolf



Panelist

Russ Housley

Expectations & Responsibilities

SSAC OPs §3.2.2 Work Party Chair Obligations

- **Main Responsibilities:**

- Manage work party meetings.
- Assign tasks to members.
- Participate in developing the work product.
- Provide monthly progress reports to the SSAC Administrative Committee.

- **Consensus Authority:**

- SSAC Chair delegates authority to declare consensus to the work party chair.
- Work party chair returns final authority and consensus call to the SSAC Chair after achieving consensus.

- **Membership Review:**

- Work party chairs may be asked to provide participation information for member Annual Reviews.

Planning & Organizing Meetings

Facilitating Discussions & Encouraging Participation

Managing Conflict & Building Consensus

Delegating Tasks & Tracking Progress

Closing Remarks
