

# Tools for Publicizing Working Groups, Recruiting New Members and Onboarding

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 This page is a subset of the full [Guidelines for Trust and Identity Working Group Chairs and Flywheels](#)


## Publicizing Working Groups

Here are avenues for publicizing the establishment of a working group, call for participation, accomplishments or milestones.

More specific guidelines for [recruiting new group members](#) are found in the next section.

Feel free to consult with Netta ( [jcaligari@internet2.edu](mailto:jcaligari@internet2.edu)) on publicizing a working group.

- emails to Internet2, InCommon, EDUCAUSE, other relevant organization's mailing lists (REFEDs, GEANT, ACUA, CLAC, Quilt...)
- emails to particular individuals we want to reach out to
- Social Media:
  - Internet2 or InCommon Facebook and Twitter (Netta/Meredith)
  - blog (Netta/Meredith will coordinate)
- Blurb in
  - Internet2 Community Update and/or InCommon Monthly Newsletter (Netta will coordinate)
  - webinars, such as [IAM Online](#),
- presentations at Internet2 meetings and/or other organizations' meetings (generally initiated by Working Group Chair)

 For vetting/publicizing/archiving working group **documents and reports**, processes will be finalized and implemented in 2016 as part of the [Document Stewardship Framework](#).

## Recruiting New Group Members

Time to invite colleagues to join in a working group? Here are procedures to involve the community:

- Chair or vice chair drafts an email to relevant lists about the opportunity to serve
- In most cases one email should be enough, but in certain cases Emails may be tailored for particular lists (for example a special email to recruit a Service Provider rep or an Audit Rep for the InCommon Assurance Advisory Committee)

[Here is a sample email recruiting working group members](#)

**Include in the recruitment email:**

- Name and purpose of group
  - the importance of this work
  - Type of work and involvement required (example: attend one conference call per month, etc)
  - Categories of community members being sought if applicable (IdP, SP, small school, big school, research, international, etc.)
  - Term of office, if applicable
  - Background/qualifications desired, if applicable
  - Deadline by which to apply, if applicable
  - email address to which to send nomination/application (if this is closed group for which selection is required)
  - For open groups, the email should tell interested parties to subscribe to the email list. should also have the email to contact for more info.
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- Once the email is reviewed with Internet2 staff (such as with the Internet2 flywheel), the chair should send it to the appropriate lists
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- Email Netta to request a blog to be published with the info in the email to promote the opportunity. Netta and others can use Social media to point to the blog.

- See [example blog recruiting advisory group members here](#)
- For closed groups, the chair or flywheel should track all applicants on a protected/restricted wiki page or google doc
- **Reviewing and selecting candidates** (for open groups, skip this step!)
  - Selection is done by the current group members in consultation with Internet2 staff
    - After decisions are made, it is time to inform the selected candidates
      - For InCommon Steering, InCommon staff informs the selected candidates, and also those who were not selected
      - For InCommon governance groups, the chair informs the selected candidates as well as those who were not selected.
        - (Note: for the AAC in 2016, KXM sent emails to those not selected)

## Onboarding New Group members

Do these steps in consultation with Internet2 staff

- give permission to new members to the group's wiki space (if closed)
- add to email list (if not already on it)
- to Box folder (if applicable),
- Add new group members to the calendar invite to conference calls
- For advisory / governance groups, the roster is often public on the wiki or website. Internet2 staff will be sure new members are listed
- In the case of a new chair, Internet2 staff will be sure the Internet2 website Groups page is updated. [For example here.](#)

### See Also

[Guidelines or Trust and Identity WG Chairs and Flywheels](#)

[InCommon Working Groups Home](#)

### Flywheel Specific Info

- [Internet2 Staff Flywheel Info \(restricted\)](#)