

# **HUNTINGTON STUDY GROUP WORKING GROUP GUIDELINES**

## **Purpose**

The purpose of this policy is to provide Huntington Study Group (“HSG”) Working Groups with operational guidelines.

## **Guidelines in the form of Frequently Asked Questions**

The Working Group Chair(s) and Working Group Member(s), as applicable, shall ensure compliance with all Working Group Guidelines.

1. What is an HSG Working Group?  
A focused group of Subject Matter Experts with a common interest.
2. What is the purpose of HSG Working Groups?  
To study and report on a particular question or topic and make recommendations or produce materials based on its findings.
3. Who can start an HSG Working Group?  
Any HSG Member with Subject Matter Expertise related to the subject of their project(s) is eligible to submit a New Working Group Application.
4. Who can participate in an HSG Working Group?  
Any HSG Member with Subject Matter Expertise related to the subject of the Working Group and its projects is eligible to participate in a Working Group.
5. Why do I have to apply to start a new HSG Working Group?  
We want to provide a forum for collaboration & new ideas to seek treatments that make a difference. In doing so, we need to ensure that all projects are relevant to our mission, vision, and values. If you are interested in starting a new Working Group, please complete the New Working Group Application. If a similar WG already exists, we will connect you with the Chair(s) of that WG.
6. How do I become involved with an existing HSG Working Group?  
Please contact the Chair for the appropriate Working Group listed on the HSG website to inquire about joining.
7. What are the responsibilities of HSG Working Groups?
  - i. All HSG Working Groups are accountable to the HSG Executive Membership Committee (“EMC”) and, by extension, HSG Management.
  - ii. Progress reports shall be submitted to the EMC quarterly.
  - iii. The Chair or his/her designee shall maintain complete and accurate minutes of each Working Group meeting. These minutes shall accurately reflect the business

- conducted, including findings, conclusions, and recommendations, and shall be submitted to the EMC.
- iv. All HSG Working Groups are responsible for utilizing the HSG Initiatives Proposal Toolkit for pre-approval of all projects.
  - v. All HSG Working Groups must abide by the HSG Publication Guidelines.
  - vi. All tools, scales, and Intellectual Property produced by an HSG Working Group shall be considered property of HSG.
  - vii. All Working Group Chairs and Members shall sign an assignment agreement.
8. What resources and benefits are provided to Working Groups?
- i. Access to a shared Box folder for your Working Group
  - ii. Showcased section on the HSG website
  - iii. Dedicated time to present at HSG Annual Meeting
  - iv. Dedicated time to meet with your Working Group at HSG Annual Meeting
  - v. Access to other HSG Committees and Working Groups
9. HSG reserves the right to modify these Guidelines at any time.

*Effective March 2, 2023*