

Minnesota Statewide Emergency Communications Board

Policy and Procedures Manual

Policy Name	<i>Forming a Work Group</i>		
Effective Date	January 22, 2026	Responsible Authority	

Purpose:

To establish a procedure to establish a work group of the SECB, a standing SECB committee or subcommittee. The work group will have a clear purpose and timeline.

Procedure:

To develop a work group from the SECB, SECB committee, subcommittee, follow these steps:

- **Define the Purpose:** Clearly outline the objectives and tasks the work group will undertake.
- **Identify Members:** Select members and/or individuals with the necessary skills and expertise to achieve the committee's goals.
- **Establish Roles and Responsibilities:** Assign specific roles to work group members and clarify their responsibilities.
- **Set Clear Expectations:** Communicate the timeline, goals, and expectations for the work group to ensure alignment among members.
- **Approval:** by SECB, standing SECB committee or subcommittee to proceed with work group
- **Facilitate Meetings:** Organize regular meetings to discuss progress, make decisions, and address any challenges. Note: Work groups do not need to follow the Open Meeting Law requirements.
- **Evaluate and Adjust:** Continuously assess the work group's effectiveness and make necessary adjustments to achieve the original goal of the work group.