

Work Group Guidelines

This section provides all information regarding the creation and maintenance of the FASD Affiliate Network Work Groups.



FASD United
Affiliate Network

FASD United Affiliate Network Work Group Policies



- Each work group will have a clearly defined purpose.
- The Affiliate Network Work Groups are Affiliate-driven.
- Each work group will meet regularly, at least quarterly.
- Each work group will identify deliverables for the year when it forms, and renew or redefine those deliverables at the end of the calendar year for the coming calendar year.
- Each work group will have *at most* two Co-Chairs who share responsibilities for leading the work group. ONE chair must be identified as the liaison between the FASD United and the Work Group.

Chair Responsibilities

Each work group will have a **single** Work Group Chair. The chair will act as the liaison between the Work Group, ANEC, and the Partnerships Director. Their responsibilities include:

- Refine the Work Group parameters for their particular work group.
- Create a roster with work group members' names, Affiliate, and contact information (email & optionally, phone number).
- Identify a recurring meeting day & time, and share that with the Partnerships Director.
- Create the written agenda for each meeting and send out the agenda at least 3 days in advance and even further in advance if possible (barring an emergency).
- Be listed as the host on recurring Zoom meetings, and be responsible for sending out to members & new members.
- Facilitate work group meetings.
- Document key agreements, action items, and task assignments from each meeting and provide electronically to all work group members promptly. All notes must be reviewed and edited for accuracy and action items.
- Communicate with ANEC Chair and the Partnerships Director, as needed.
- Quarterly and end-of-year updates to Partnerships Director and ANEC on deliverable progress and support needs from ANEC or the larger Affiliate Network.



Current Work Groups - 2025

Affiliate work groups (AWG) meet on their own regular schedule to collaborate on a focused goal or product related to topics relevant to the FASD community and/or to support the facilitation of the Affiliate Network. There are currently 3 active AWGs: the Connectivity Work Group, Widening the Circle, and Mental Health.

Connectivity

Purpose: The mission of the Connectivity Work Group is to cultivate a sense of connection, build community, and promote collaboration within the FASD United Affiliate Network.

Chairs	Meeting time	Deliverables
<u>Kristen Eriksen</u> , MassFASD	Second Thursday. 2:00 pm EST	Onboarding sessions for new Affiliates. Methods & platforms for Affiliate-Affiliate communication. Connection of Affiliates with shared interests.

Widening the Circle

Purpose: To build on knowledge, understandings, and tools that FASD advocates, providers, and researchers have developed over decades, the work group provides resources, opportunities for learning and meaningful conversations, and capacity building related to diversity, equity, inclusion, and belonging (DEIB) in our Network, focused, in particular, on the intersectional nature of FASD.

Chairs	Meeting time	Deliverables
Kallio Hunnicutt-Ferguson	Quarterly; Contact chair for more info	Presentation: Addressing FASD: Working With and Learning From Indigenous Communities Mini-Modules for Affiliates

Mental Health

Purpose: To provide clinicians with a deep understanding of brain-based differences (BBDs) to enhance mental health support. The focus is on developing a comprehensive understanding of BBDs to improve assessment, treatment planning, and service delivery. By bringing together the community of providers through education, awareness, and collaboration, we aim to foster more compassionate, tailored, and effective mental health services across the lifespan.

Chairs	Meeting time	Deliverables
Tamra Cajo	3rd Monday. 2:00 pm EST	Mental Health Website