

Work groups are a critically important mechanism by which the ACT mission is brought to life in the industry. They offer a unique environment where representatives from agencies, carriers, technology firms, user groups, and other associations can come together in a neutral, non-competitive setting to discuss the technology-oriented issues and opportunities facing independent agencies today and in the future. Any ACT supporting partner and Big 'I' member agency can participate in whichever work group they wish. Work groups typically meet bi-monthly for an hour and may generate some between-meeting homework. We need both “members” and “leaders” as explained below.

### Work Group Member

- **Passion and Expertise:** Has passion, expertise, and desire to learn and lead the industry’s conversation in the work group topic.
- **Time Commitment:** Can commit to 1 hour every other month, plus time for "Homework" below, as needed.
- **Meeting Attendance:** Attends (nearly) all meetings.
- **Active Participation:** Actively participates in each meeting, sharing experiences, ideas, insights, and suggestions for the group.
- **Homework:** Volunteers for and participates in between-meeting homework needs, such as reviewing materials, writing content, possible webinar or other audio/video interviews, etc.
- **Communication:** Shares information about ACT and work group progress with the appropriate people in their organization and with agencies their organization works with.

### Work Group Leader

- **Passion and Expertise:** Has passion, expertise, and desire to learn and lead the industry’s conversation in the work group topic.
- **Time Commitment:** Can commit to 1-2 hours per month.
- **Meeting Attendance:** Can attend (nearly) all bi-monthly meetings.
- **Leadership:** Will partner with the ACT team to define the intent, approach, mission, and target work product of the work group.
- **Facilitation:** Will lead the work group, along with the ACT Team through meetings in alignment with the work group vision.
- **Active Participation:** Actively participates in each meeting, helping lead conversations, and seeking input from others – sharing experiences, ideas, insights, and suggestions for the group.
- **Homework:** Volunteers for and participates in between-meeting homework needs.
- **Communication:** Shares information about ACT and work group progress with the appropriate people in their organization and with agencies their organization works with.
- **Recruitment:** Helps solicit and procure other members for between-meeting work.

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We are humbled that you are willing to offer your valuable time and experiences to ACT, our supporting partners, and independent agencies that look to us as a resource for their technology needs. We will do our best to offer an effective framework for each of you to contribute in an inclusive setting where all ideas are heard, feedback is encouraged, and we all respect the varying opinions from a variety of stakeholders.