



SETTING UP WORKING GROUPS

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What are working groups?

Working groups are emergent groups of people working on a specific topic or project together. They are great elements to introduce in a community once it has grown beyond every person being able to be involved in anything. It enables minimal structure and “specializing” in a way that is dynamic and lightweight.

Guidelines: how to start a new working group

To start a new working group, you will need a few things:

1. Choose a name

e.g. “Use Case Mapping”, “Open Source Development”

2. Identify leaders/facilitators

Responsible for ensuring the group makes progress. This person is the contact point for the rest of the community.

3. Define the scope of your group

e.g. “sharing news and insights about impact investing”, or “write a blockchain policy whitepaper”.

4. Communicate the existence of the group

So others know where to join in the discussion.

Additional structures that can be useful for running working groups:

- **Define Group Membership**

Is this a fully open group? How do members join & leave? Is a list of members available?

- **Set a rhythm**

Define a rhythm of communication for your working group, such as regular calls, written check-ins, sprints, standups or in person meetings.

- **Share updates with the rest of the community**

On discord, telegram or weekly pollinator calls to keep people updated on your progress and attract new members

