

## **Advice for Working Group Conveners**

### **July 2024**

IFTR regards Working Groups (WGs) as significant drivers of research and networking within the Federation. The purpose of WGs is to sustain scholarly exchanges and the continuity of exchanges over time. This document supplements the "[Guide for Working Groups](#)" to aid WG conveners in undertaking their role.

#### **I. Election of Conveners**

All conveners are nominated and elected by the members of the WGs. Generally, WGs elect between two and four conveners who serve concurrently. Conveners' terms are up to four years and individuals may be re-elected for a second term or more. Each group may choose its preferred method of election provided that the process is transparent and open to all WG members. For further guidance on election procedure, see the "Guide for Working Groups" document.

#### **II. Responsibilities of WG Conveners**

##### **A. Administration**

- 1) Conveners' role is to lead and complete the administrative tasks of the WG. It is recommended that there be a lead Convener who serves as the main point of contact between the WG and the Federation's chair(s) of the Sub-Committee on WGs and with the organisers of annual IFTR conferences.
- 2) WG conveners are responsible for ensuring that the WG functions well. In other words, conveners initiate or facilitate scholarly dialogue or intellectual and creative conversations among WG members and ensure that knowledge production about theatre and performance is developed and sustained.
- 2) Conveners ensure that their WG develops and implements clear goals, objectives, structures, and projects aligned with the Federation's vision and mission and take responsibility for ensuring that relevant information about this is available on the WG's sub-page of the IFTR website.
- 3) Conveners lead by ensuring regular meetings, communications, and transparency within the WG and are responsible for informing all members about how they may contribute to the mission and activities of the WG.
- 4) Conveners are responsible for ensuring and building ethical and professional relationships with WG members and ensuring that all meetings and communications are conducted ethically and professionally. Conveners are expected to model respectful, collaborative, and inclusive behaviours, consider all points of view; ensure a safe space for all members; promote and support all diversity, and stand against all forms of discrimination. (See IV. Code of Conduct section, below.)

##### **B. Communications**

- 1) Conveners are the point(s) of contact between the chair(s) of the Sub-Committee on WGs as well as organizers of the annual conference.
- 2) Each WG will maintain an email address designated for the group and arrange for emails incoming to this address to be forwarded to the relevant convener(s). Following elections, outgoing conveners will substitute the details of access to the account (and any social media sites established in the WG's name) and inform incoming conveners. This is vital for communication with the WG Sub-Committee chair(s) and conference organizers.
- 3) Conveners will submit a report to the WG Sub-Committee chair(s) every four years with a detailed account of activities and plan for the next four years. This is normally done in cycle with the Federation's quadrennial Congress. Failure to report on time may result in termination of the WG.
- 4) Each year, the conference organizers will communicate a timeline for submitting, reviewing, and reporting the WGs' rosters for the annual conference. If the WG wishes to sponsor a general panel, this must be communicated to the conference organizers according to the timeline.
- 5) In reviewing proposals for the annual conference, conveners are encouraged to be in contact with other WGs when the opportunity for collaboration is evident.
- 6) Conveners maintain a list of WG members (based on attendance over a 3-year period) and undertake regular communication with members on pertinent topics.
- 7) In the event that a WG decides to meet off-cycle from an annual conference, or not to convene at the annual conference during a given year, the Convener(s) will immediately inform the WG Sub-Committee chair(s).
- 8) Conveners are responsible for keeping the text of their WG's IFTR website up to date.

### **C. Annual Conferences**

- 1) WGs should meet at least once yearly, preferably in conjunction with the annual IFTR conference.
- 2) Each WG may propose a general panel to the conference organisers. The proposed panel should be drawn from the WG applicants' papers submission and should feature the work of WG overall.
- 3) Conveners are encouraged to reach out to other WGs to co-sponsor panels when appropriate.
- 4) The maximum time that conference organisers can set aside for WG meetings at the annual conference is ten hours. WGs should ideally have at least ten people participating in the group's sessions. Time slots may be distributed according to the group size. (Conveners may ask for assistance from the conference organisers in securing additional meeting time outside the official conference programme.)

### **D. Other Meetings**

- 1) WGs may elect to hold additional meetings in connection with other conferences or at different times and places that suit their membership. Participants must be members in IFTR.

### **IV. Code of Conduct**

- 1) Conveners must promote and support diversity while standing against all forms of discrimination. All WGs are expected to use inclusive language and be conscious of bias.
- 2) Because IFTR conferences are hosted by a different location every year, WG members should inform themselves about the local culture and customs of the hosting country.
- 3) Within the annual conference, WG conveners and members must endeavour to provide a safe environment for all members to foster respectful interactions between the various identities represented at the conference. Each member is welcome to share their preferred pronouns and names.
- 4) WG conveners should be available to support all members who experience issues and should inform the chair(s) of the Working Groups Sub-Committee in the first instance if concerns arise. This will then be pursued as per the new reporting system. The IFTR Executive Committee is in the process of drafting a Code of Conduct and we will update this document as that develops.