



Housing Justice League Working Group Proposal Form

Name of your group:

Purpose of your Group (5-6 sentences):

How does your group fit with the Mission/Goals of HJL?

Group Members:

Group Representative(s):

Which representatives will fill the following roles:

- Report backs at mass meetings
- Taking notes
- Communication with the Board
- Calling meetings and meeting logistics
- Maintaining a list of Group Members

Working Groups Explained:

HJL Members can start an “Working Group” within HJL as a way to carry out the work of the organization. Working groups help provide a structure for good communication within the organization and a pathway to take leadership. Examples of working group activity could include HJL’s logistical and communications needs, ongoing campaigns, expanding the scope of HJL’s work, etc. The details of Working Groups are included in Part 7 of the [HJL Bylaws](#).



How do I establish a Working Group?

Write a proposal with 3 or more HJL members outlining the name and purpose the Working Group and submit it to the HJL Board at a mass meeting or by emailing housingjusticeleagueatl@gmail.com. Include who will serve as the Representative(s) of the Working Group.

The Board will approve an Working Group unless they consider it to be in conflict with the Purposes & Objectives of HJL. If this is the case, they must communicate their decision in writing and make it available to all HJL members.

After Working Groups are approved, they will be publicly posted on the HJL website with information about their purpose, activities, and how to join.

What is the role of the Working Group Representative(s)?

The Working Group Representative is responsible for the following:

- Facilitating communication and cooperation between their Working Group, the Board, other Working Groups, HJL staff/personnel, and the general membership;
- Issuing notices of Working Group meetings;
- Taking minutes of Working Group meetings;
- Keeping a list of Working Group members;
- Making available any minutes or reports to the Board and General Membership.

Communication and Reporting

Each Working Group must report regularly on its activities to HJL Board, HJL staff/personnel, and at least once per month at the Monthly Mass Meeting to the General Membership.