

Inclusion International Inclusive Employment Working Group

Terms of Reference

About the Terms of Reference

This is a document that explains what a working group is.

It explains things like:

- Who is in the group
- How people join the group
- What type of work the group does together

It helps everyone who is in the group understand what to expect.

Goal of the Group

The Inclusive Employment Working Group was created to be a place where members can come together and do work on inclusive employment.

The goal of this group is to:

- bring together members who do policy work or programming about inclusive employment

- share experiences and good practices related to inclusive employment within our network
- give members a chance to do pieces of work together about inclusive employment
- support the network by creating new resources and materials about inclusive employment that members can use

Members of the Group

Anyone who is a member of Inclusion International can be part of the working group.

Both people who are part of a member organisation and people who are individual members can be part of the group.

Members of the working group are not paid to participate. Everyone volunteers their time to be part of the group.

Work of the Group

The group works together through their email list and through online meetings.

Members of the group can use the email list to share information, ask questions, and have discussions about inclusive employment.

The group will also do at least 1 piece of work together each year that supports the network.

They will have a workplan each year which explains the work they will do together.

Some examples of this work that the group might put in their workplan could be:

- creating materials or tools for members about what inclusive employment looks like
- doing research about good employment programming and support within and outside of our network
- working on documents that support II's advocacy about the employment
- putting together case studies to share good practices
- organising a webinar for members beyond the group about important issues in inclusive employment

In some cases, working groups may also organise in-person meetings when budgets are available.

Group Leadership

Two or three members will help lead the work of the working group.

These members will be called Co-Chairs.

Co-Chairs might do tasks like:

- Leading meetings of the group
- Leading sub-groups that are working on a specific piece of work
- Sharing resources and starting discussions on the email list

There will be an open call for people to apply as a Co-Chair.

The President of Inclusion International will choose the chair from the people who have applied. The Officers may also recommend that a specific group member applies to be a Co-Chair.

How to Join the Group

At the start of each year, Inclusion International will invite members to join the working group.

Members can also join at any point during the year.

Inclusion International's Officers might also ask specific members to join the group to share their experience with employment policy or programming.

Members can join the working group by [signing up for the email list at this link](#).

Make sure to list which organisation you come from or that you are an individual member in the comment box when you sign up - this will help make sure you are approved as a member quickly!

Contact

Each working group has a member of the Inclusion International staff team that supports the group.

Kimber supports the work of the Employment Working Group.

For any questions about this working group or how to join, you can contact Kimber at kimber@inclusion-international.org.