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## Child Support Schedule Workgroup Member Roles and Responsibilities

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- Act as functional experts in their respective areas.
- Attend meetings. Note: Due to members being assigned by the governor, members are unable to send a substitute.
- If there is a need for a workgroup member to drop-out, notify a workgroup staffer as soon as possible.
- Contribute to workgroup efforts while focusing on the group's common goals.
- Attempt to reach consensus whenever possible.
- Follow established workgroup agreements.
- Complete assigned tasks between meetings and be prepared to participate in upcoming meetings.
- Provide progress updates of group activities to their organization and/or stakeholders after each meeting or as often as needed.
- Solicit input from whoever is needed in order to support or decline a recommendation.
- Gather and relay feedback from their respective area of expertise to the workgroup whenever needed.