

## **SWFS Technical Work Group – Charter**

### **1. Official name**

The name of the Work Group shall be the Technical Working Group of the Society for Wildlife Forensic Science, and may be referred to as the SWFS TWG.

**2. Purpose** To support and promote the application and advancement of wildlife forensic science through the development and dissemination of consensus-based standards, guidelines, best practices, and recommendations.

**3. Objectives** The SWFS TWG objectives may include but will not be limited to:

- a. identifying resources and signposting best practices for activities carried out by wildlife forensic laboratories,
- b. recommending laboratory standard practices, validations, protocols and terminology
- c. providing guidance for interpretation and reporting of results
- d. providing education, training, and professional development opportunities
- e. identifying and promoting overarching research and development priorities for the SWFS community and other stakeholders
- f. seeking international recognition and integration of appropriate SWFS TWG work products, both within the Society and between the Society and externally generated materials
- g. communicating with all SWFS subcommittees (e.g. Certification, Proficiency Testing, Laboratory Assessment) with the aim of identifying and/or assisting with resource development opportunities that will benefit SWFS membership

### **4. TWG regulations and bylaws.**

Unless specifically stated below, the TWG will be governed by Section 7 in the bylaws of the Society for Wildlife Forensic Science.

### **5. Composition**

- 5.1 Election of the chairperson of the TWG will be in accordance with SWFS bylaws on Work Group formation, Section 7(a), with the additional requirements that:
  - a. the TWG shall be chaired by a SWFS member who is NOT concurrently acting as the chair of the US OSAC wildlife forensics sub-committee
  - b. a nominee for TWG Chairperson shall be a currently serving member of the TWG

- 5.2 The SWFS TWG should aim to have six to eight members at any one time.
- a. additional associate members may be appointed by the TWG to assist with the performance of TWG work product activities. Associate membership of the TWG will be temporary, with the period of engagement based on the duration of work product activity.
  - b. members should represent a diverse range of organizations/countries as well as discipline backgrounds (e.g DNA, Chemistry, Morphology etc)
- 5.3 The TWG Chairperson and members shall serve four-year terms, with no term limits.
- 5.4 The Chairperson will notify the SWFS Board of Directors of any upcoming vacancies, and a call for nominations to the SWFS TWG will be sent to all SWFS members.

## **6. Meetings**

In addition to the SWFS bylaws relating to Meetings described in Section 7(a), the TWG shall aim to conduct one in-person meeting of core members biennially (ideally to coincide with SWFS conferences if feasible) and to have at least two other meetings via remote participation. Associate members may be invited to meetings as required.

## **7. Reporting**

The TWG will report to the SWFS Board as required by the SWFS Board. The reporting cycle should coincide with the timing of SWFS Board meetings. Reporting is the responsibility of the TWG chairperson or their nominated representative.