

Terms of Reference for WALLABY Working Group Chairs

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This document outlines the terms of reference for chairs of scientific and technical working groups (SWGs / TWGs) of the WALLABY survey.

1. Each SWG and TWG should be led by **two co-chairs** who are expected to share the associated workload. The main role of the co-chairs is to support the WALLABY survey by coordinating and overseeing the relevant activities within their working group and reporting to the WALLABY management team, e.g. at the regular working group chairs meetings.
2. Chairs of TWGs are expected to coordinate technical activities, such as the development of data reduction / analysis pipelines, and ancillary data access required for the successful execution of the WALLABY survey. In addition, they may be asked to provide strategic advice to the management team in areas relevant to their TWG.
3. Chairs of SWGs are expected to coordinate the scientific exploitation of the WALLABY survey. They coordinate science activities within their SWG, facilitate the development of science proposals relevant to their SWG and are expected to assist the management team with strategic decisions relevant to WALLABY science. They may also be consulted by the management team during the approval process of new science projects associated with their SWG.
4. Whenever the position of a working group co-chair becomes vacant, the WALLABY management team will issue an open call for expressions of interest (Eol) for the position to the entire WALLABY team through the official WALLABY team email exploder.
5. All WALLABY team members are eligible to apply for open co-chair positions by submitting an Eol to the WALLABY management team within the deadline specified in the call for Eols.
6. After the Eol submission deadline, the management team will appoint a co-chair from the suitable candidates in consultation with the active chair(s) of the affected working group, if applicable.
7. All SWG co-chairs will be appointed for a duration of **2 years**. At the end of the 2-year term the position will be readvertised. Existing and previous SWG co-chairs are eligible and encouraged to reapply for the same position. There is no limit on the number of times that a team member can reapply for the same SWG co-chair position. TWG co-chair positions will not expire on a regular basis.
8. The role of working group co-chair is **voluntary**. Co-chairs shall not receive any remuneration or other benefits such as preferential data access.

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9. Co-chairs can resign from their position at any time and without the need to provide reasons by advising the WALLABY PI(s) of their resignation in writing.
10. Any disputes will be adjudicated by the WALLABY management team.
11. These terms of reference may be updated from time to time. Any changes to this document will be communicated to the entire WALLABY team through the official WALLABY team email exploder.