

National Human Trafficking and Disabilities Working Group (NHTDWG) Subcommittee Protocol



Step 1: Each general member will join one active subcommittee

- Fill out a google form to pick a subcommittee
- There will be an option to select interest in leading a subcommittee.
Subcommittee leads should expect to dedicate 3-4 hours per month.
 - Google form will ask about members' experience with HT and disability to give more insight of the work that they do. (This information and question phrasing will not be used to exclude members, but rather to empower and illustrate the voices of survivors).
- Steering committee members should be link between the subcommittees and steering committees
 - Each subcommittee will have a steering committee member as a strategic advisor.
 - Each steering committee member should expect to dedicate 1-2 hours per month as a subcommittee advisor.

Step 2: Steering committee members will pick a subcommittee to be a strategic advisor to.

Step 3: NHTDWG Coordinator will present each steering committee member with the potential subcommittee leads that they a strategic advisor for, so they can approve or disapprove subcommittee lead candidates in the initial stages of subcommittee formation.

- Ideally, if there are two interested subcommittee co-leads, one co-leader would be from the disability community and the other would be from the anti-trafficking community.
- If there is a Survivor interested in a leadership role, they should receive priority in a leadership role as we strive to center survivors with disabilities' voices
- Emphasize collective leadership: Set up foundation and expectations that there is more than one opportunity for leadership

Step 4: Once subcommittee lead(s) has been established, the NHTDWG coordinator will inform them of its members.



Step 5: Subcommittee lead(s) will be responsible for communicating with its members and organizing meetings.

- General members are required to attend 75% of the subcommittee meetings per year. If subcommittee leads observe a lack of participation from a general member, they may discuss with their SC strategic advisor.

Step 6: Subcommittee lead(s) will be responsible for completing an annual project plan to outline objectives, goals, and activities for each year. The subcommittee lead will send the annual project plan to the SC strategic advisor for approval and/or suggestions.

Step 7: Subcommittee lead(s) will take the lead on its established objectives, goals, and activities and distribute work.

Step 8: Subcommittee lead(s) will check in with the SC strategic advisor at least once per quarter. The SC strategic advisor will be available for support as needed.

Step 9: Subcommittee lead(s) will report updates to the working group at each quarterly general meeting.