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**Work Group Definition**

**Work Group**

A work group is a group of individuals from the ACAPT Board of Directors assigned to complete a specific charge or objective related to governance and administrative matters of ACAPT. Membership on work groups may also include other individuals from ACAPT and/or consultants. Work groups are responsible for identifying a leader to organize the work of the work group, recording meeting notes or minutes of meetings/conference calls, and submitting reports to the ACAPT Board.