

SGAC INACTIVITY POLICY



SPACE GENERATION ADVISORY COUNCIL

IN SUPPORT OF THE UNITED NATIONS PROGRAMME ON SPACE APPLICATIONS

Last updated: January 2022

Approved by the Executive Committee on 30th January 2022

This Inactivity Policy serves as an addendum to the Code of Conduct of the Space Generation Advisory Council

Introduction

At SGAC we rely heavily on our voluntary team members to fulfill our mission. SGAC offers unique opportunities in voluntary positions, in exchange for the many professional development and networking opportunities. Selection for these positions are considered a privilege, as they open up opportunities not available to other SGAC members.

As a volunteer organisation, we completely recognise that SGAC team members might have other commitments, emerging priorities, and other circumstances that mean they are unable to fulfil their role and responsibilities within SGAC. It is not uncommon for volunteering team members within SGAC to face challenges in balancing their work, education, or private life with their volunteering responsibilities. However, such inactivity can lead to a significant amount of extra burden on other members of the organisation and other people having to step in to fulfill responsibilities, as well as creating bottlenecks and delays in SGAC activities and processes.

This policy balances the respect for limitations in time and commitment from our volunteers with the demand for all team members within SGAC to fulfill their roles and responsibilities to meet SGAC's mission and activities as a professional organisation.

In situations of inactivity, SGAC attempts a process of informal and formal discussion to support and mediate. In some cases, this may include individuals temporarily or permanently stepping back from positions within SGAC.

This document provides guidance to SGAC members and team leads for managing inactivity within SGAC. Related and relevant information can be found in the SGAC Bylaws, the SGAC Code of Conduct and the SGAC Burnout Toolkit.

Defining Inactivity within SGAC

The SGAC Bylaws provide the following guidance with regard to inactivity:

- The SGAC will make every effort to maintain communication.
- The SGAC will make all reasonable attempts to contact inactive Team Coordinators by email and phone. If no response is forthcoming, contingency appointments/elections may be conducted to replace the inactive position/ appoint a replacement.

Role	Bylaw	Inactivity
Chair	4.4.7	<ul style="list-style-type: none">• No response to communication for a period of one month.
Regional Coordinators	4.3.11	<ul style="list-style-type: none">• No response to communication for a period of 2 months.• 4 consecutive Executive Committee meetings are missed without prior notice or a total of 6 per year.
Team Coordinators	6.4.22	<ul style="list-style-type: none">• No response to communication for a period of 2 months.• 4 consecutive Executive Committee meetings are missed without prior notice.
NPoCs	4.2.8	<ul style="list-style-type: none">• No response to communication for a period of 2 months.

More broadly, we recognise that inactivity is more than an absence of communication. It also includes the following (where prior notice has not been provided, or discussed with the team lead):

- Not completing assigned tasks and responsibilities, as defined within the roles and responsibilities of the role description , within a reasonable time frame or as needed in some time-critical tasks to fulfill SGAC's mission and activities.
- Not completing or achieving tasks or goals set by the team leads, within a reasonable time frame or as needed in some time-critical tasks to fulfill SGAC's mission and activities.
- Reduced communication or performance in role leading to an unreasonable impact on others within SGAC in order to continue to fulfil SGAC's mission and activities.
- Reduced communication or performance in role leading to actual impact on SGAC ability to deliver on its mission and activities.

Mitigating Inactivity within SGAC

The following guidance is provided to help all SGAC members work together effectively. At the end of the day, communication is key!

- HR: Provide clear roles and responsibilities when advertising a position vacancy.
- HR: Be clear with onboarding and manage expectations around inactivity. Share this document as part of the HR onboarding process.
- Team Lead: Assign tasks with measurable deliverables and clear deadlines. Be clear on your expectations of team members.
- Team Lead: Maintain strong and open communication with your team members. Check in on them to ensure that tasks are understood and being undertaken.
- Team members: Communicate with your team lead and team if you're expecting a busy period with less availability for SGAC activities; this will help to manage the workload in advance and distribute tasks within the team. We fully appreciate SGAC members have busy lives with commitments outside of SGAC and want to ensure you don't feel stressed or overworked if you need to take a step back.
- Team members: be clear and transparent about your ability to commit to, and deliver on, assigned tasks. It's always better to be upfront and manage expectations than struggling in silence.
- Team members: be reliable and realistic about the tasks that you accept to take on. You know best how much time you have for SGAC volunteer work. It's better to decline tasks/work if it's not achievable rather than misleadingly promising that it will be done.
- All: Be familiar with the SGAC [Burnout Toolkit](#).
- All: Follow the [SGAC Code of Conduct](#) for further guidance on the behaviours and actions expected of all SGAC members.

Process for Offboarding

Offboarding an SGAC member from their position should be a last resort, not the first call of action. SGAC team leads should make every effort to maintain communication with their team members, and follow the guidance above to mitigate inactivity. Communication methods and approaches vary, but on the whole, in-person communication is best, followed by video calls, then audio calls, then email.

If an SGAC team member is inactive over an extended period of time (> 1 month), please consider the following steps:

- **Initiate a specific meeting with the team member to discuss their role.** Be supportive: you never know what other team members are dealing with, or the underlying cause of their perceived inactivity. Sometimes people are inactive because they don't know what to do or are struggling with other issues that you might not be aware of. **The goal is to work on a mutually agreeable plan.**
 - Ask how they are doing and how they are finding the role within SGAC. Are they enjoying it? Do they need more support?
 - Do you need to re-evaluate the role and responsibilities?
 - Do they wish to step back from the role, either on a temporary or permanent basis?
 - Create a plan of action - how are you going to improve things going forward, together?
 - Consider a point in time (e.g. in one month's time) to review the situation and reflect on how things are going.
- **If the situation persists without improvement,** consider arranging another meeting, to acknowledge that the situation is persisting. Should it be necessary, the matter can be presented to the SGAC Code of Conduct Committee which may trigger a process for a violation of the SGAC Code of Conduct.
- **If the team member is not responding to communications at all;** contact them at least twice by email and also by multiple channels to ensure one method of communication is not the issue.
- **If there is no resolution and a team lead believes that offboarding is the only solution:**
 - The team lead should report to their own respective lead via email with their decision to recommend offboarding, explaining the reasons why, linked to [1] communication, [2] roles and responsibilities, [3] team tasks and goals, and with reference to the SGAC Bylaws if appropriate. The report should explain briefly how the team lead has followed the guidance laid out in this document.
 - The offboarding should be agreed upon by the team leader's own respective lead and then communicated with the inactive team member the decision via email. Offboarding decisions can be escalated to the Code of Conduct Committee in the absence of consensus amongst the parties involved.
 - Inform the HR team who will proceed with the operational offboarding process.
 - Consider the recruitment process for new team members to replace the inactive member.