

Policy No: P-1

Subject: Task Force: Omnibus Section

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Effective Date: 2/10/18

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors, AASL Bylaws and Organization Committee

Policy Statement:

The AASL Board of Directors is empowered to establish a task force as needed.

Focus:

Primary: AASL Board of Directors, AASL Standing Committees, AASL Volunteers

Purpose:

To outline information pertaining to AASL task forces. Additional task force specific information is contained in the board reports approved to form the task force.

Procedure:

1. All AASL task force members shall be personal members of AASL (Article IX, Section 2).
2. Task force members are appointed by the AASL President or AASL President-Elect as appropriate (Article IX, Section 2).
3. A task force will be established for no more than a one-year time period. Extensions may be granted through a formal board report and request submitted by the board liaison and approved by the board.
4. A task force may only ask for two extensions. At the end of their second extension all work product must be turned over the board of directors for review who will determine possible next steps.
5. Approval of a task force requires the following information submitted to the AASL Board of Directors or Executive Committee using the Board Report format/template:
 - 5.1. Title of task force
 - 5.2. Start and end date
 - 5.3. Composition- a task force will have a minimum of 3 members, including the chair, and must have an odd number total. There is no maximum number of members who can be assigned to a task force.
 - 5.4. Purpose- the purpose of a task force must clearly state the intended outcome of the assigned project.
6. Task force board liaison responsibilities:
 - 6.1. Communicates/mentors task force chair on their roles and responsibilities; provides chairs with specific direction.
 - 6.2. Communicates the board of directors' goals to the task force chair (i.e., what the board wants the task force to accomplish) at the first meeting.
 - 6.3. Communicates any action requests or approvals needed to the board of directors via board reports.
7. Task force chair responsibilities:
 - 7.1. Communicates/mentors members on their roles and responsibilities within the task force.
 - 7.2. Provides leadership and direction to the task force.
 - 7.3. Maintains communication with members, assigned board liaison, AASL staff, and other chairs on behalf of the committee.

- 7.4. Submits written reports to the board liaison when necessary or upon request.
- 4.9 Manages task force correspondence. If communication vehicle required to accomplish work falls outside of ALA's online community (i.e., Google Doc, Adobe Connect, etc.) ensures board and staff liaison are included.
- 4.10 Works within the budget parameters to accomplish work.
- 4.11 Collaborates with board liaison to review/revise/develop policies relevant to goals/activities.
- 8. Task force member responsibilities:
 - 8.1. Completes assigned tasks within established time frames.
 - 8.2. Communicates with the chair on work progress.
 - 8.3. Participates in meetings and correspondence (checks e-mail regularly).
 - 8.4. Reports to the chair if completion of assignments and/or participation is delayed or not possible.
- 9. Staff liaison responsibilities:
 - 9.1. At the request of the chair and/or board liaison, sends out communications (e-mails, letters, etc.)
 - 9.2. At the request of the chair, schedules conference calls and meetings.
 - 9.3. Sets up logistics for all meetings (room reservations, materials, etc.).
 - 9.4. Offers operational insight to accomplish action plan.