

Task Force Roles and Responsibilities

Task forces are time-bound and outcome-focused groups that are convened to support OTA's mission, strategic objectives or program activities. The task force system supports the Knowledge-Based Governance model now used by the OTA Board. The task force structure reflects OTA's organizational commitment to utilizing the board as strategic advisors and long-term thinkers, the staff as program planners and implementers, and the members as lenders of knowledge and expertise to the board and staff.

OTA Task Forces have two co-chairs (board, staff, or member). At least one of the two leaders must be an OTA board or staff member. The board and/or the Executive Director shall appoint Task Force leaders.

Co-Chair responsibilities and expectations are outlined as follows:

Building the Team

- Develop eligibility criteria for Task Force participation.
- Recommend an optimal range for the number of participants that will ensure the efficiency of the group. There is an absolute minimum of five (5) and a suggested minimum of seven (7).
- Recruit and select participants.

Managing the Task

- Chart a course of action get to the goals. This of course will vary depending on the complexity of the task, but generally refers to assessing the overall task of the group, setting some intermediary success factors, and establishing a schedule of meetings and communications.
- Develop agendas and facilitate meetings of the task force.
- Ensure that the outcomes of the meeting are recorded and distributed to task force participants.
- Keep the Task Force on-task, and in alignment with OTA's mission and strategic objectives.

Minding the Resources

- Identify and raise funds, if needed, including requesting financial support from OTA or other members.
- Monitor the use of resources or any funds allocated to the task force.

Communicating Outcomes

- Be accountable to those who convened the task force. Share progress with other interested members.

Wrapping-up

- Guide the dissolution of the task force (once key issues are resolved, projects are finished, or resources are depleted). Bring closure to the group and help acknowledge volunteers.