

## USHJA POLICY STATEMENT

**Subject: Working Group/Task Force Responsibilities**

**Policy Number: COM104**

**Date of Board Adoption: May 18, 2020**

**Board Approved Effective Date: May 18, 2020**

### **Working Group/Task Force Responsibilities**

#### **Responsibilities of a Working Group Chair**

Each Working Group Chair *will* facilitate program development, including planning *to* ensure that:

- a. All programs and initiatives *under the oversight of the* Working Group meet the *strategic focus of the Board*.
- b. *All programs must meet both the* requirements of the Board approved Program *Development Planning and Management* Guide and Pilot Program Criteria

#### **Working Group Duties and Responsibilities**

The President shall assign each Working Group specific matters within their respective expertise to consider and make a recommendation to the Board of Directors. The Working Groups *will choose annual goals in alignment with the strategic focus provided by the Board and* may further *recommend* any policies or programs within their respective areas of expertise. The Board of Directors shall then consider the Working Group's recommendations and take *appropriate actions*. Duties of the Working Group include, but are not limited to the following:

- a. Establishing and assisting in the population of Discipline Task Forces.
- b. Assisting in the population of Program Task Forces.
- c. Providing oversight for all Working Group Task Forces.
- d. Reviewing all current and proposed programs and initiatives within the Discipline to ensure compliance with Board approved criteria and processes.
- e. A Working Group Task Force must have at least one member from the applicable Working Group.
- f. Recommending individuals to the President for appointment to the Federation Technical Committees.

#### **Task Force Responsibilities**

Responsibilities of a Task Force Chair. Task Force Chairs shall *support existing programs and* facilitate program development for their Task Force, including planning for the specific programs *as directed by the Working Group Chair*. The *Task Force* Chair represents the Task Forces on the Working Groups. The Chairs shall be responsible for their Task Force budget, if any, and shall facilitate internal programs and represent programs of the Task Force to the applicable Working Group.