Best Practice for a First Task Force Meeting

Meeting should be led the Chair. The board liaison, staff liaison and all members of the VU should participate. Staff liaison coordinates the date for a conference call, and confirms the date, time and call in number. Also sends to the members a copy of the task force charter or committee role description several days prior to the meeting, asking all to read before the call and have any questions ready.

1. Welcome to our First Meeting for the xxxxxx project (or first meeting of the xxxxxx committee for the year). Thank you to all for volunteering for this project. I’m happy (excited) to begin.

2. The AMSN board determined that we can have greater success with our projects if we have a kick-off meeting with everyone involved so that we are all on the same page regarding the project. Questions can be asked and answered, and we get a chance to know the various roles of each of us in this group.

3. I would like everyone to introduce themselves. This will help us to recognize voices. Then each time you speak, please identify yourself.

4. I’ll start. I am xxxxxx, title, and I am the chair of this group. You can share other short details about self or your reason for wanting to chair the group or your interest in the project.

5. Would the rest of you please introduce yourselves?

6. As part of their introduction Board Liaison should explain role: As board liaison, my role is to be the communication person from the board to the chair, and vice versa. I will be a resource person to the chair on the project, to answer questions about direction, and to report your progress to the board. The board liaison’s role is not to get directly involved in the project’s work (i.e., be given an assignment).

7. As part of their introduction, the Staff Liaison should explain their role: I am an administrative resource to the chair to help get the work done. I will participate in conference calls and emails. I will help the chair connect to the resources at the national office, and others.

8. Make sure all have been heard before moving on.

9. This is (state name) Thank you for the introductions. Let’s take a look at the charter for the xxxxxxxx project (or role description of the committee).

   a. A charter is simply a written communication document. It states how the project fits into the strategic plan, the direction for the project, the intended outcome or deliverable, resources, parameters, and time frames. The charter is developed by a board member and approved by the board. It is a dynamic document that can be changed by the chair and board liaison based on need and new ideas or direction.
b. This project fits into AMSN's strategic plan, goal #x, which is xxxx. The objective for this goal is....

10. The charge for this project is xxxx
   a. Any questions?

11. Review history. Board Liaison, want to add anything?

12. The outcome or deliverable is xxxx. Is this clear?
   a. Any questions?

13. Accountable to board liaison, xxxx. Again, the board liaison's role is to be the communication person from the board to the chair, and vice versa. As chair, I will use the board liaison to be a resource on the project, to answer questions about direction, and to report your progress to the board. The board liaison's role is not to get directly involved in the project's work (i.e., be given an assignment).
   
   a. Board liaison, want to add anything?

14. The staff resource or liaison is xxxx. This person is an administrative resource to the chair to help get the work done. The staff person will participate in any conference calls and emails. She will help the chair connect to the resources at the national office, and others.
   
   a. Staff liaison, want to add anything?

15. It is a good idea to include the board liaison, staff resource, and chair in all email correspondence.

16. Parameters -- The parameters are guidelines, suggestions, and boundaries for the work that needs to be done. (Discuss each parameter.)

17. Collaborators – We may collaborate with these individuals/groups to help you with the project. (Explain each of them.)

18. Resources -- We have these resources, if applicable. You may discuss how to use them with the group if applicable.

19. Time frames – I have discussed these time frames with the board and am hopeful that they are realistic, but they might need to change as we see how quickly we are able to accomplish the work.

20. I will be sending informal monthly status reports to the board liaison for the Board's monthly conference call and a more formal progress report prior to each board meeting.

21. Now that we have discussed the charter (or role description), I had these thoughts about how we might begin, (organize, split up our work as a group.)

22. Would someone volunteer to take minutes of this portion of the conference call?
23. At the end of the call, be sure to thank all again for volunteering. Summarize decisions, action points, due dates. Request the volunteer send minutes to the chair for review within a week.

24. Chair, board liaison and staff liaison to stay on the call afterwards to discuss how it went, provide feedback.