Guide for Task Force Kick Off Meeting

Led by representative of the Executive Team. Board Liaison, Chairperson and National Office Staff Liaison should participate. Staff Liaison coordinates the date for a conference call.

1. Welcome to the Project Kick-Off Meeting for xxxx project. Thank the chairperson for volunteering for this project.

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 on the call.

3. I would like everyone to introduce themselves and the reason why you are on this call. This will help us to recognize voices. Then each time you speak, please identify yourself.

4. I’ll start. I am xxxxx, title, and I represent the AMSN Executive Team (ET). The ET is a 4 person subset of the board composed of the President, President-Elect, Executive Director and Director of Association Services. We decided that a representative of the ET would be present at each kick off meeting, and we would lead it.

5. Would the rest of you please introduce yourselves?

6. This is xxxx. Thank you for the introductions. Let’s take a look at the charter for the xxxx project.

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.

This project fits into AMSN’s strategic plan, goal #x, which is xxxx. The objective for this goal is....

7. The charge for this project is xxxx
Any questions?

8. History

9. The outcome or deliverable is xxxx. Is this clear?
Any questions?
10. Accountable to board liaison, xxxxx. The board liaison’s role is to be the communication person from the board to the chair, and vise versa. The board liaison is a resource to help you understand the project, answer questions about direction, and to report your progress to the board. If you are having any difficulties or need to bounce ideas off of someone with authority, the board liaison is the person for this. The board liaison’s role is not to get directly involved in the project’s work (i.e., be given an assignment).

Board liaison, want to add anything?

11. The staff resource or liaison is xxxxx. 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.

Staff liaison, want to add anything?

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

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

14. Collaborators -- You may collaborate with these individuals/groups to help you with the project. (Explain each of them.)

15. Resources -- We have or will send you these resources, if applicable. You may discuss how to use them with your board liaison.

16. Time frames -- Are they realistic? These may need to change.

17. Reporting times – Monthly status to board liaison for the board conference call. Explain template to plan the project and report progress. Board and staff liaison may help in completing the report. This will also be used as your formal board report for board meetings.

18. Questions, final thoughts? Thank the chair for volunteering for the project and reinforce that we have resources available for them to be successful.