

## Board Member Task Group Template

**Special Board Task Group** is a body that is appointed by the chair of the board and approved by the board at any time, to carry out a particular task within a specified time period. A task group is composed of board and non-board members with different knowledge, skills and competencies who are assigned to work together temporarily in order to respond to an immediate need that does not fall under the ongoing responsibilities of a board standing committee. Upon presentation of the final report to the board, a task group automatically ceases to exist. Sample task groups would be, review and update the personnel policy manual, review the insurance coverage of the organization, review the internal controls policy, review, and update, or create new.

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### *Purpose*

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Overview of current status and assignment as defined by the board chair

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### *Accountability and Reporting*

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The task group chair and board members will be appointed by the board president and are accountable to the board through the task group chair. Communicate with the board chair concerning questions or concerns

Term - the task group will have 90 days to carry xxxx and provide the board of directors with their recommendations at the next scheduled board meeting.

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### *Special Task Group Activities*

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1. Schedule of meetings and timeline from start to finish.
2. Receive an overview of the current status from the board chair.
3. Add expertise as needed to effectively complete the assignment.
4. Provide the chair with minutes of task group meetings as they are compiled.
5. Provide the board chair with final written recommendations at the end of the timeline.
6. Present the recommendation to the board of directors.
7. Thank all task group members for their participation and support in completing this task.