

TASK FORCE GUIDELINES AND CURRENT TASK FORCES

- 1** A task force is a Board committee established for a specific period of time, normally not longer than six months, to undertake a specific task.
- 2** The Board Chair may appoint task forces between Board meetings but their appointment shall be subject to approval of the Board at the next Board meeting.
- 3** A task force operates according to a Board approved mandate outlining its duties and responsibilities.
- 4** A task force must get an extension approved to go beyond the time limit specified in its terms of reference.
- 5** The General Guidelines for Committees also apply to task forces established by the Board or Chair.
- 6** Each task force must have terms of reference with the following headings:
 - Purpose
 - Composition
 - Duties and Responsibilities
 - Completion Date
- 7** Terms of reference for any task force established will be distributed to all Directors and will be held in the Board Manual until the task has been completed and the task force disbanded.