

Manual of Instruction

Section Name: Chairs

Section Number: 2.28

Title: Task Force

Description: This committee is formed as needed for a specific purpose and for a specified period of time

Structure of Committee: The committee shall have a chair, vice chair and at least two (2) members

- 1) A Task force may be requested by the Executive Committee (EC), the members of the Board of Directors (BoD) or the membership
 - a) The motion to form a Task Force shall be approved by a majority of the Board of Directors
 - b) The motion shall contain the following:
 - The purpose
 - The term - which shall be a maximum of three (3) years
 - If the term exceeds one year, the Task Force shall be re-approved annually by the Board of Directors at the post-conference board meeting
 - The entity that the Task force will report to (i.e., the EC, the BoD or the membership)
 - The entity that will vote on any recommended actions (i.e., EC, BoD, membership)
- 2) The results of the Task Force and/or their recommendations shall be presented to the Board of Directors for consideration
The final report of the Task Force shall contain
 - a) Information from research of the issue
 - b) Recommendations, if any
 - c) Final vote of the Task Force (i.e., number of committee members for, against, abstained)

Financial Implications

Not included in the State budget

Included in Toolkit

n/a

Date of Board Approval: 6/8/13

Effective Date: 6/8/13

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

n/a