

USHJA POLICY STATEMENT

Subject: Working Group/Task Force Responsibilities

Policy Number: COM104

Date of Board Adoption: July 10, 2023

Board Approved Effective Date: July 10, 2023

Working Group/Task Force Responsibilities

Responsibilities of a Working Group Chair

Each Working Group Chair will:

1. Serve on the Board as defined in Bylaw Article 703, and represent and present the needs and perspectives of the discipline and the recommendations of the Task Forces at all Executive Committee, Board and USHJA meetings.
2. Facilitate program development, including planning to ensure that:
 - a. All programs and initiatives under the oversight of the Working Group meet the **strategic focus of the Board.**
 - b. **All programs must meet the requirements of the Board approved Program Planning, Development and Implementation Policy (GA106).**

Duties and Responsibilities:

- Oversees the logistics of the Working Group operations, in coordination with the USHJA staff liaison, and serves as spokesperson for the committee to the Executive Director and President.
- Supports the objectives and policies of the USHJA.
- Conducts and facilitates Working Group business in a manner that encourages open dialogue and leads to effective decision making.
- Develops the Vice Chair or other talent that can succeed them.
- Assigns work to the Working Group members, sets the agenda, conducts meetings, and works with the USHJA staff liaison to ensure timely distribution of meeting materials and minutes.
- Does not make, or second motions, and may not vote (**in-person meetings or electronic voting**), except to break a tie vote at an in-person or electronic meeting.
- Provides training, and reviews recent discussions and past projects of the Working Group with new Working Group members.
- Coordinates with the USHJA staff liaison in the review of the Working Group budget (if applicable).
- Participates in required Chair trainings.

Working Group Duties and Responsibilities

The President shall assign each Working Group specific matters within their respective expertise to consider and make a recommendation to the Board of Directors. The Working Groups will choose annual goals in alignment with the strategic focus provided by the Board and may further recommend any policies or programs within their respective areas of expertise. The Board of Directors shall then consider the Working Group's recommendations and take appropriate actions. Duties of the Working Group include, but are not limited to the following:

- Establishing and assisting in the population of Discipline Task Forces.
- Assisting in the population of Program Task Forces.
- Providing oversight for all Working Group Task Forces.
- Reviewing all current and proposed programs and initiatives within the Discipline to ensure compliance with Board approved criteria and processes.
- A Working Group Task Force must have at least one member from the applicable Working Group.
- Recommending individuals to the President for appointment to the Federation Technical Committees.

Task Force Responsibilities

Responsibilities of a Task Force Chair. Task Force Chairs shall support existing programs and facilitate program development for their Task Force, including planning for the specific programs as directed by the Working Group Chair. The Task Force Chair represents the Task Force on the Working Group.

Duties and Responsibilities:

- Oversees the logistics of the Committee's operations, in coordination with the USHJA staff liaison, and serves as spokesperson for the committee to the Executive Director, WG Chair, and President.
- Supports the objectives and policies of the USHJA.
- Conducts and facilitates task force business in a manner that encourages open dialogue and leads to effective decision making.
- Develops the Vice Chair or other talent that can succeed them.
- Assigns work to the Task force members, sets the agenda, conducts meetings, and works with the USHJA staff liaison to ensure timely distribution of meeting materials and minutes.
- Does not make, or second motions, and may not vote (**in-person meetings or electronic voting**), except to break a tie vote at an in-person or electronic meeting.
- Provides training, and reviews recent discussions and past projects of the Task Force with new committee members.
- Coordinates with the USHJA staff liaison in the review of the Task force budget (if applicable).
- Participates in required Chair trainings.