

## Administrative Process for Establishing a Charter Task Force

### 1. Call for members to participate:

- a. Review willingness to serve list for potential volunteers
- b. For more volunteers, a general e-blast is to be sent:
  1. (Explanation of Task Force will be in e-mail and charter) ~~DELETE THIS~~
  2. Post charter to Web site, if appropriate
  3. Work with staff liaison to compose message, directing applicants to complete the Volunteer Opportunities Form
  4. Send the call
  5. Reply to each applicant about when they can expect to hear from AAACN and/or the chair.
- c. If not a general call for members, Board will share names of members who meet the established criteria.

The board may choose to appoint a chair

### 2. Initiating the Task Force

Two methods may be utilized to initiate the Task Force.

#### a. Board Liaison initiates the task group

1. The board liaison contacts volunteers
2. Establish a chair and work with chair to set up first conference call  
If no chair, set up first call to select chair and initiate project work

#### b. Task Force initiated by an identified chair

1. Send the chair the following documents:
  - Charter
  - Action Plan template
  - Conference Call Information
  - Other supporting documents as appropriate
  - Copy of mini-strategic plan

Verify current membership of volunteers who responded to the call.

Chair will email members about joining the task force.

### 3. General Administration

- a. Set up conference call (PIN)
- b. Send an email to participants explaining how to participate in conference calls  
Include copies of: Charter, mini-strategic plan and any supporting documents
- c. Survey members to determine times for initial conference call (an online survey tool, e.g. Survey Monkey, may be helpful to track responses)

### 4. Role of Board Liaison

- a. Administrative support and direction
- b. May initiate first meeting to kick off project
- c. Keeping the task force members on target with deadlines via emails and continual follow up with the chair
- d. Participates in all conference calls

### 5. Expectations of Task Force members

- a. Participate in conference calls and list serve discussions.
- b. Notify chair of changes to email address.
- c. Complete responsibilities as assigned.

**Sample: First Email to Task Force Members**

Hello All!

Welcome to the AAACN Position Statement Task Force! I'm sending this message to you on behalf of \_\_\_\_\_task force chair (provide chair email/phone contact).

This task force will hold a conference call next week to begin its work. Two times have been set up to accommodate everyone's schedules, please plan to participate during the (one) time that is most convenient to your schedule:

**(Tuesday, May 27 at 7:00PM Eastern or Friday, May 30 at 9:00AM Eastern)**

Follow the instructions below to participate in the call of your choice. Keep this information handy as we will use these numbers for any other calls we may have.

Instructions to participate in a conference call:

- Dial **877-886-3119**
- Enter PIN when prompted: **1688234**
- Say name when prompted (this announces the participant's entrance into the call to the others that have already dialed in.) The first caller will hear music until additional participants enter the call.

Thank you for your support of AAACN. Please reply to -----and let me know if you received the copy of this message.

If you can not participate in the call, please contact the chair.

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NOTE: It is helpful if minutes of calls are taken and distributed following the call. This helps document the responsibilities assigned on the call, and decisions made, as well as creates a record of the call for those who could not attend.