



MATERIALS RESEARCH SOCIETY

Advancing materials. Improving the quality of life.

4.9 Task Forces

Purpose: This policy articulates the guidelines for the creation of task forces.

Applies to: Volunteers, Members, Staff

Purpose/Scope

Task Forces are temporary organizational units charged by the Board, a Board committee or an operating committee /subcommittee to consider a specific topic, with specific written charges and anticipated completion date(s).

MRS Board of Directors approval is required for any task force: 1) that may significantly impact the Fall/Spring meetings; 2) whose work may imply a major financial/contractual commitment on the part of the Society; or 3) whose work would have a major impact on the way the Society operates.

Task forces advise the Board or committee on a specific topic and cannot create or implement new policies or activities; the conclusions and recommendations of a task force are not binding. This is especially important in cases involving a deployment of resources, or major changes to the Fall/Spring meetings or to the Society's operations.

Before a task force is established and populated, the MRS Secretary and the MRS Executive Director shall be informed as to the purpose, scope and anticipated impacts (including volunteer, staff and financial) of the task force, so that they can determine if Board approval is required. The intent of these changes is to ensure that precious volunteer time is conserved for the highest value opportunities and redundant or potentially low-impact activities are minimized.

Task Force Structure

Each task force shall have a chair and a sufficient number of members, defined by the chair of the task force, to accomplish the required task.

Chair/Member Appointments

The group (Board, Board committee, or operating committee/subcommittee) responsible for forming the task force will designate the chair. The task force chair shall be responsible for appointing members, taking into consideration any guidance provided in the charge for the task force. Members of a task force need not be members of the Society, nor of the appointing group.

Term of Service

Task Force members' term of service shall expire upon completion of the task, or as designated in the task force's charge. No task force shall continue for more than two years without specific authorization by the Board.

Meetings and Process

The group (Board, Board committee, or operating committee /subcommittee) responsible for forming the task force will provide a written charge. Included in the task force charge shall be the

responsibilities, duties, powers, limitations, procedures, timelines, and other attributes of the task force, as deemed necessary by the forming group.

For Board-approved task forces, these charges should be circulated to the entire Board for information.

The task force chair shall convene meetings or teleconferences as deemed necessary. The chair shall give all task force members advance notice of meetings or calls.

Motions may be passed by the task force either during a meeting by a majority vote of a quorum, which consists of at least half of the members of the task force, including the chair, or via an email vote with greater than half the committee members approving the motion.

Upon completion of the charge, the task force chair shall prepare a written report(s) for the group that established the task force, i.e. Board or operating committee. This report and other notes describing the activities of the task force shall be included in and archived with the appropriate Board, Board committee, or operating committee/subcommittee minutes. Task force activities and findings for Board committee and operating committee/subcommittee task forces shall be summarized in the annual report to the Board.

Board-approved task forces shall report their progress to the entire Board on a Board-designed schedule.

Task Force Responsibilities

- Completion of the specific charges and report to the establishing entity.

Deliverables: N/A; Review every three years or as needed

Who: Secretary

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: President

Policy first adopted: May 23, 1973 – Constitution/Bylaw

Last modified: June 12, 2015

Last reviewed: June, 2015

Enacting Legislation: B:2003:42; B:2003:56;B:2005:7;B:2006:34;B:2007:44;B:2012:46;B:2015:13

Policy created by: Council Party responsible for this policy: Secretary