

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2007-4	Date Established: April 6, 2007	
		Date Revised: April 26, 2022 August 2, 2023 October 6, 2023	
Reference:	BOD E-Mail Vote	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	TASK FORCES
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BOD Authority:	ACHA Bylaws, Article IX, Section 2 and Section 3
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Purpose:	To set forth policy and procedures to establish, monitor and dissolve <i>Task Forces</i> within the Association.
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Policy:	<p>Task Forces shall address specific issues or areas of major interest or importance to the Association. Task forces shall be time and scope limited. The President shall establish these task forces with:</p> <ul style="list-style-type: none"> • A specified chairperson (or co-chairperson) • A charge with realistic and measurable objectives, deliverables or outcomes • Selected members from as many regions and sections as possible to ensure diverse membership representation. • Task Force Expert Advisors if necessary. An Expert Advisor has expertise or specialized knowledge not otherwise available to the Task Force and is necessary for the Task Force to complete its charge; and upon appointment is granted ACHA individual membership for the duration of the task force. A term of no more than two years.* <p>Task Forces shall report to the Board of Directors (BOD).</p> <p><i>* By exception, upon reaching the end of the two-year term, the President (in consultation with the Executive Committee and on behalf of the BOD) may authorize extension of the task force's two-year term due to extenuating circumstances that have impacted on the task force's ability to complete its designated charge.</i></p>
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Procedure:	<p>The President, in consultation with the Executive Committee on behalf of the BOD, may establish Task Force(s) to address specific topic(s) of interest. The task force shall be charged by the President, on behalf of the BOD.</p> <p>Task Force chairperson(s), with the assistance of task force members and national office staff, shall prepare an action plan to accomplish the Presidential charge within its specified time frame.</p>
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	<p>Task Forces shall:</p> <ul style="list-style-type: none"> • Work to fulfill the specific charge established by the President, with a term of service that is normally no more than two years • Be listed on the Association’s website with their respective charges for action • Maintain information and resources on the Association’s website <p>Task Forces shall be subject to annual reporting requirements (mid-term and end-term) in formats and by deadlines as prescribed by the Association national office on behalf of the Board of Directors.</p> <p>Task Forces shall submit a final report, from the Chair, of all meetings, activities, Recommendations for Board Action, and the completion of charge(s) through the President to the Board of Directors of the Association.</p>
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Resources:	National Office	Volunteer
Human:	CEO Executive Assistant/Board Liaison	President Board of Directors Task Force Chairperson(s)
Financial:	As budgeted annually	
Other:		

Appendix 1: Creation of Task Forces

When the President wishes to create a task force, the task force name, chair, and objectives should be presented to the Board for approval.

Task forces should consist of a maximum of 10 members, plus the chair or co-chairs. Smaller task forces are acceptable.

The chair can appoint task force members with direction from the Board (which may require that certain interests or specialties be represented). Care should be taken to ensure adequate stakeholder/diversity representation. An open call for applicants should also be placed through the ACHA weekly member email and online community board (Source and Connect) for a period of no less than two weeks. Chairs have 6 months to establish their task force unless more immediate urgency is requested by the Board of Directors. Task Force Expert Advisors may be appointed by the President.

Task forces will have two years from date of board approval to deliver objectives requested by the board. If objectives are met, the task force will be sunsetted. If objectives are not met in that time frame, the board may either sunset the task force and create a new task force if objectives are still desired, or grant a 1-year extension to the task force. The task force will be sunsetted at that time, no board approval is needed.

Appendix approved by ACHA Executive Committee August 2, 2023