

Team Sydney Inc – Board Paper

This board paper is submitted by: Dave Randall

For acceptance as an agenda item in the meeting to be held on: 14 February 2006

Date: 10 February 2006 – Reissued for meeting on 21 March 2006

Title: Task Forces

Portfolios involved: All

Proposed duration: 10 minutes

Estimated financial impact: Nil

Proposed activity or matter for discussion: Set framework for future task forces

We have recently failed to adequately support or receive information from some Task Forces. This has put pressure on some task force members and we have had to rely on the good will of individuals for the purposes of some task forces to be realised.

We could formally agree the structure for task forces in the future. I suggest:

A Task Force shall be considered operable when:

- The Team Sydney board has agreed that the undertaking being considered is financially viable.
- There is a Team Sydney director designated who accepts responsibility for reporting to the board at regular intervals on progress achieved. The designated director is not necessarily required to take on tasks of the force but may wish to do so.
 - The designated director must be willing to offer guidance to the task force and ensure tasks that the force cannot complete (such as signing of contracts) are carried out.
 - The designated director must be responsible for the successful execution of the tasks involved.
- The Team Sydney board is agreed that the people comprising the force understand and can be trusted
 - to be accountable to the TS board
 - to take responsibility for the force's activities
 - to accept the authority given by the board for the force to exist
- At the establishment of a task force the following details are recorded in the official records of Team Sydney (preferably in board meeting minutes) –
 - The major objective or reason for establishing the force
 - Other objectives if any
 - The key roles required to achieve the objectives
 - The key tasks required to achieve the objectives
 - Contingencies to be followed in the case of certain developments if appropriate
 - A schedule or time line showing deadlines, progress required and critical decision points if appropriate
 - Volunteers (directors, members, clubs or others) who will comprise the force and their responsibilities
 - Other activities such as board authority, liaison with other organisations as may be required and commitments from others that must be delivered
 - A schedule for reports to be made to the board by the designated director

It may be appropriate to use an Excel spreadsheet as the official record.

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ADDRESSED TO THE SECRETARY AT LEAST ONE WEEK BEFORE THE NEXT MEETING.**