

Task force charge statement

Help build strong relationships within your group by clarifying the group's purpose, expectations, timelines, and responsibilities. Use the guidelines below and on p. 6 to complete the worksheet on pp. 7-8.

1. PURPOSE/OBJECTIVES

The reason the group is forming. What the group is to accomplish.

EXAMPLES:

- To make a recommendation concerning a school schedule that would support frequent use of job-embedded professional learning strategies.
- To study what other schools and districts have done to craft time for job-embedded professional learning.
- To become expert in how to provide time to support job-embedded professional learning.

2. LEVEL OF AUTHORITY

The extent to which the group can make and/or implement decisions without others' approval.

EXAMPLES:

- The task force has the authority to act only with the prior approval of the principal, superintendent, or school board.
- The task force has the authority to make a recommendation to the school's stakeholders and make adjustments/refinements based on that feedback.
- The group has complete authority to decide and implement the recommendations but must inform the principal.

3. COMMUNICATION LINKAGES:

Who needs to be kept informed, in what form, and how often.

EXAMPLES:

- Feedback sessions are held with stakeholders (teachers, parents, central office staff, community members) when a recommendation has been formed.
- Monthly updates are given at staff meetings.
- Written updates are provided to the School Improvement Team.

Source: Adapted from Killion, J. & Roy, P. (2009). *Becoming a learning school*. Oxford, OH: NSDC.

4. TIME REQUIREMENT

Expectations for amount of meeting time.

EXAMPLES

- Task force meets weekly for two hours until task is completed.
- Task force meets 2.5 hours each month on a schedule of members' choice.

5. RESOURCES AVAILABLE

Amount of money, time, and materials for the group to use with or without prior approval.

EXAMPLES

- Each task force member receives an hourly stipend for time spent outside the regular workday.
- Access to the Internet, printing costs, and meeting refreshments are provided from the professional development budget.
- Secretarial support is provided for creating monthly updates, recommendations, and compiling stakeholder feedback.

6. MEMBERSHIP REQUIREMENTS

Who needs to participate, how membership in groups will be decided.

EXAMPLES

- Representatives will be included from each grade level or department.
- Parent representative(s) will be included.
- Central office staff member(s) will be included.
- School administrator(s) will be included.
- Students will be included (when appropriate).

7. ACCOUNTABILITY/EXPECTATIONS

Results, impact, accomplishments.

EXAMPLES

- A recommendation will be made for a new monthly schedule which supports the use of job-embedded professional learning and does not violate district or state policy.
- The task force will make a report to the school board that includes recommendations, rationale, feedback received, adjustments made, and a plan for collecting information concerning the effectiveness of a new schedule.
- The task force will present to the faculty three possible schedules with the benefits and concerns identified for each proposal.

Worksheet

FOR TASK FORCE CHARGE STATEMENT

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3. COMMUNICATION LINKAGES

Who will need to be kept informed, in what form, and how often.

TOOL

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