

COMMITMENT OF TASK FORCE CHAIR/CO-CHAIR AND MEMBERS

Chair/Co-Chair Role

Primary focus: Leading/facilitating constructive meetings/conversations to achieve the task force goal of EL Program Enhancement.

- Prepares agendas.
- Provides documents/information to the ELTF members including meeting notes/minutes, PPT slides, material to review, etc.
- Leads discussion – helps ELTF to come to conclusions on matters, keeps meetings ran in a concise, productive manner.
- Offers required action with measurable goals/deadlines to team and holds them accountable in a constructive manner.
- Liaison working with the HARDI, Manager of Training and HR Solutions, and outside consultants (if necessary).

ELTF Member Required Commitment

- Attend at least half of the team calls
- Meet twice a year (at each event) to review notes/feedback about said event/content.
- Accept/volunteer to take action/ownership of at least one task put before the group.
- Be an ambassador for the program – need to further define ELTF member comfort level with different tasks. Propose more visibility at events.