

## Task Force Job Descriptions

**Task Force:** The task force will research the issue, interview internal and external stakeholders, identify best practices and put forward solutions for DFMCH in a proposal. The task force will conduct all of the study necessary for taking concrete action steps (the proposal cannot include “further research is needed”). They will have work assignments related to the task force outside of the meetings.

**Task Force Chair:** This person is responsible for reporting the Task Force’s progress to the Steering Group liaison.

**Steering Group Liaison:** This person ensures that the guidelines are followed. The liaison reports the task force progress to the Steering Group regularly and ensures that the proposals are ready for presentation.

**Steering Group:** The Steering Group appoints members to the task forces. The Steering Group develops the charge for each task force. It may be necessary to further outline the scope and assumptions underlying the goal. The Steering Group should confer with the Executive Team in regards to financial constraints, systems issues, stakeholders and assumptions for the issue.

The Steering Group provides oversight to the planning process. The group maintains a critical role of supervision, troubleshooting, and accountability ensuring that commitments to action are kept, that intervening problems are dealt with and that communication is maintained. The Steering Group determines who will implement the plan and identifies who should provide oversight during the action phase (beyond the planning process).