Chapter 5. Task Group Roles and Tasks

5.1 Introduction
This Chapter outlines the roles and tasks performed by Task Groups.

5.2 Purpose of Task Groups
A Task Group will be formed to undertake specific National tasks. Standing Task Groups will assure national consistency in the following areas:

- Communities of Practice.
- Continuing Professional Development.
- Quality Assurance.
- Engagement and Communications.
- Policy and Procedures.
- Business Planning, Budgeting, and Assets Management.

5.3 Task Group Membership
Members of a Task Group will be identified on the basis of the relationship between their knowledge, skills and experience and the requirements/specifications of the task.

As a key objective in forming a Task Group is to ensure national consistency in design, implementation, monitoring and evaluation of the task, each Task Group shall comprise:

- a CFMG Member as leader and activity coordinator
- one Member of each RIG

5.4 CFMG Members’ Responsibilities
The CFMG Member with responsibility for leadership of the Task Group is to:

- coordinate the activities of the Task Group by:
  - maintaining routine contact on Task Group matters with the CFMG Chair;
  - receiving Task Group assignments from, and initiating Task Group references to the CFMG Chair;
  - identifying, and seeking from Members operational policy and procedure issues that need consideration, amendment, termination;
  - promulgating meeting timing, modes and agenda;
  - facilitating the fullest practicable participation in deliberations by each Task Group member;
  - forwarding summaries of Task Group deliberations and recommendations to the CFMG, and expediting out-of-session consideration where urgency dictates;
ensuring Task Group members respond actively to, and supporting them as they facilitate their RM’s implementation of CFMG decisions;

- monitoring Task Group members for over-commitment and burn-out; and
- developing mutually agreeable succession plans with Task Group members; and

- ensure that each RIG Member of the Task Group:
  - is fully informed of all Task Group intentions, assignments and references;
  - participates to the fullest practicable capacity in Task Group deliberations;
  - receives expeditiously following Task Group meetings a written summary of the rationale for and recommendations made;
  - receives expeditiously amended CFMG policy arising from and/or procedures approved by the CFMG arising from the Task Group’s recommendations;
  - keeps their RM informed of Task Group intentions, assignments, and recommendations;
  - communicates CFMG decisions to their RM;
  - supports the RM and RIG Members implement, monitor the effect of and report on the outcomes achieved by implementation of decisions;
  - monitoring national consistency across their Region, liaising with Task Group colleagues on variances, developing proposals for remediation, and documenting them for Task Group deliberation;
  - monitoring the two-way flow of information between the CFMG, RIG and CoP/VSC/ESO/YVOs on matters relevant to the Task Group, identifying remedial actions for shortcomings, documenting them for Task Group deliberation; and
  - is monitoring their level of commitment and is responding to the symptoms of approaching burn-out.

5.5 RIG Members’ Responsibilities

RIG Member is responsible for:

- engaging fully and actively in Task Group:
  - deliberations
  - document preparation
  - guidance of non-Task Group persons during implementation
  - monitoring and participating in evaluation of milestone outcomes achieved during implementation
  - participating in amendment of implementation, documentation, monitoring and evaluation in response to outcomes

- exercising initiative to ensure optimal outcomes are achieved