Read Me First!

What is the purpose of a task force?
o A task force will be applied by a group of people who come together to facilitate the development of ideas, create new opportunities, answer questions, or solve a problem

What situations require a task force?
o Involve an initiative that effects multiple branches or the system as a whole
o Require working with staff from multiple departments and/or positions
o Deserve a record of progress for future employees to reference and revisit

How is a task force formed?
o Any staff member may propose a task force idea by posting it on the Task Force Forum.
o When there are enough volunteers to fulfill the needs of the task force, a meeting will be called by the person who initially posted the idea.
o A task force is official when the group completes the Task Force Charter document and it is approved by the Library Director. To begin the approval process, please e-mail the completed document to the Training Coordinator.

How will I find out about new task force opportunities?
o It is your responsibility to check the Task Force Forum and Current Charters Directory for new opportunities.
o A list of forming task forces will be distributed periodically by the system's Training Coordinator.
o Please be aware that some groups may form more quickly than the interval in which these e-mails are sent, and therefor checking the Task Force Forum regularly is the best way to stay informed of new task force opportunities.

What is the purpose of the Task Force Forum?
o First and foremost, the Task Force Forum is a place for staff to post ideas they have to build support and connect with other staff who are interested in working towards the same goal.
o Additionally, it is a safe place for staff to air concerns they may have with a particular idea.
o While this can lead to an open conversation, the forum is not the place to debate an idea. It is the role of the task force that forms to investigate the idea from all sides and make a proposal that they feel will provide the most benefit for the library system.
o If you'd like to be more involved in the research and debate, the best way is to investigate different avenues of participating in the task force itself.

How big should a task force be?
o The ideal size of a task force is greater than 3 and less than 10, however this may vary based on the nature of the objective.

What if there aren't any volunteers for a particular task force idea?
o Individuals can always choose to pursue an idea independently if there is insufficient interest amongst staff or if the idea doesn't warrant the formation of a task force.

How is task force membership regulated?
o Task force membership is voluntary.

- Please note that staff must seek their supervisor's approval for time before initiating or volunteering to join a task force.
- Task forces may add new members at their own discretion.
- There may be situations when a member is denied due to task force size constraints. There may also be situations when a part-time employee may not be able to volunteer due to time constraints. In these cases, the task force may decide other ways the potential member's input can be considered.
- If a staff member wishes to leave a task force, they are encouraged to help the remaining members find a replacement if desired.

Does every branch need to be represented on a task force?
- No, however, any branch with a vested interest should be included.
- It is the joint responsibility of said branch and task force group to ensure all appropriate interests are represented.

Can a task force include members who do not work for LCPL?
- Yes, if appropriate, a task force can include a community expert.
- Remember, community members are volunteering their time and may not be able to make as large of a commitment as fellow staff members.
- Community members are to serve in a consulting role, and do not have the authority to make decisions on behalf of the library system.

How is the task force facilitator chosen?
- The initial poster of the task force idea is responsible for facilitating the first meeting.
- After the first meeting the facilitator may change on recommendation of the task force.

Can a task force revise its charter once posted?
- Yes, a task force may revise its charter at any time. However, the current version of the charter must always be posted in the Current Charters Directory with the most recent revision date in the bottom right corner.

What is a good decision-making process to make a task force successful?
- **Research** the idea and possible options
- **Identify** the need and determine the decisions required to fulfill the goal
- **Assess**, from a holistic view, the impact of the proposed idea and policies.
- **Gather information and identify options**
- The task force will foster high performance by making effective use of available resources, information, and feedback. This step may involve developing a cost estimate for the proposed idea.
- **Weigh pros and cons** of each option based on evidence and research
- **Choose option(s)** and create a plan for implementation. Methods for evaluation and iteration should be included.
- **Report** plan by filling out the Recommendations and Proposals form and e-mailing to the Training Coordinator for approval by the Library Director and Deputy Director.
- **Implement** chosen option if approved. If not approved, the task force may either dissolve or consider alternative options.
- **Review**.

o Complete the review section of the Task Force Charter document and e-mail it to the Training Coordinator for archiving. The disbanding process may also include staff surveys or other review techniques.

How can a task force request staff and/or monetary resources?

o Seeking out and recruiting specific staff members, who possess beneficial skills, is the fastest and most effective way of requesting staff resources.
o All employees must seek supervisor approval for time before committing to a task force.
o Staff resources can also be requested via branch managers, the appropriate supervisor, or the Library Director.
o A task force may also contact the Training Coordinator about sending out an All-Staff e-mail.
o Monetary resources will be requested via the Final Report to the Director and Deputy Director.

How long can a task force exist?

o A task force must determine a projected end date when drafting their charter.
o The duration of a task force should include dates for both the deliverable elements of their objective and any follow-up work that will be required afterward.
o It is suggested that no task force charter stay in effect for more than one year.
o If the purpose of the task force has not been met at this time, a new charter may be drafted and posted to extend the existence of the current group.

What if my task force achieves its objective before the projected end date?

o If a task force achieves their objectives before the duration specified in the original charter, the group should dissolve upon completion of the review process.

What is the approval process for a task force?

o After the completed charter is emailed to the Training coordinator, he/she will submit it to the Library Director for approval. Once the charter is approved, it will be posted to the Current Charter Directory and the task force is officially formed.
o The task force group will fill out the Recommendations and Proposals form and email it to the Training Coordinator, who will forward it to the Library Director for approval to implement the idea.

What happens to a charter after its task force dissolves?

o Charters for previous task forces will be stored in the Charter Archive by the Training Coordinator.
o When forming a new task force, these charters should be investigated to see if your issue has already been addressed by a previous task force.

What if a charter already exists addressing the idea for my task force?

o The existence of a previous charter does not prevent the formation of a new task force, but can help determine if the objective is attainable.
o Members of previous task forces may be contacted by subsequent groups as a source of knowledge and advice.
o If the charter is current, you should first inquire into joining the existing task force