

6. TASK GROUPS

6.1 Structure

6.1.1 The Task Groups of the GSA shall be the operational entities within the GSA established by Forum responsible for those issues or problems defined in their Charters.

6.1.2 Each Task Group of the GSA shall chartered by Forum as specified in Section 6.2.

6.1.3 A Task Group shall report directly to Forum or to the Cabinet in the absence of a seated Forum.

6.1.4 Any member of the GSA may serve as a member of a Task Group.

6.1.5 Each Task Group shall elect both a Chair and a Vice-Chair from its membership at least once each year.

6.2 Charters

6.2.1 The Charter of each Task Group shall be approved by a two-thirds vote of Forum and made publicly available.

6.2.2 The Charter of a Task Group shall specify the lifetime of the Task Group or the frequency the charter of the Task Group is to be reviewed and subject to re-approval by Forum. Task Group lifetimes or review frequencies shall be no longer than two (2) years.

6.2.3 Changes to the Charter of a Task Group may be reviewed at any meeting of Forum and submitted to the Forum for approval. Changes to a Charter shall be approved by a two-thirds vote of Forum.

6.2.4 The Charter of a Task Group shall clearly delimit the issue(s) to be addressed by the Task Group.

6.2.5 The Charter of a Task Group may be revoked by a two-thirds vote of Forum once notice is given to a Task Group at the previous meeting of Forum. A Task Group's Charter shall be considered revoked only when voted on by Forum.

6.3 Authority

6.3.1 A Task Group shall have the authority delegated to it by Forum with responsibility over the issue(s) defined in its Charters.

6.3.2 Task Group shall have the ability to use the resources of the GSA Central Office to perform the duties delegated to it by its Charter.

6.3.3 Final review of any policies developed by and actions of a Task Group shall be the responsibility of Forum.

6.4 Duties

6.4.1 The Chair of each Task Group shall report at least once a month to Forum or Cabinet depending on the timeliness of the report and/or the lack of a seated Forum.

6.4.2 The Chair of each Task Group shall meet with the President at least once a quarter to insure on-going communication between a Task Group and Cabinet.

6.4.3 The Task Group shall be responsible for generating briefing documents and GSA policies on the issue(s) of concern as defined by their Charter.

6.4.4 The Task Group shall be responsible for preparing a year-end report for Forum for review at the second Spring Quarter meeting of the Forum.

6.4.5 Failure to perform the duties expected of a Task Group shall be sufficient grounds to revoke its Charter.