

**AMSA Board of Trustees  
Task Force Policy**

**Background**

The Chair of the AMSA Board of Trustees from time-to-time appoints a Task Force to investigate a topic and report back to the Board. A Task Force can consist of both Trustees and members of the public. The primary roles of a Task Force are to research information and track data about a specific topic.

**Policy**

1. A Task Force should be primarily tasked with gathering information and reporting back to the Board. Task forces should not be operating in a way to handle decisions or other work within the Board’s jurisdiction. For example, the task force should not be delegated with decision-making authority to select the recruiting firm to assist in hiring the executive director.
2. A Task Force must not consist of a quorum of the Board.
3. Task Force members should avoid meeting to discuss “opinions.” Rather, Task Force members should be gathering facts, to be reported to the Board, and then analyzed and discussed with the Board pursuant to open meeting laws.
4. Task Force members may not operate in a manner where they represent themselves as having the authority to make decisions, or act on behalf of, the Board.
5. Task Force members engaging in email or other conversations should not copy or forward to other Board members who are not on the Task Force.
6. Task Force members should consult with the Secretary if they have questions or concerns regarding the scope of the Task Force or Open Meeting Law.
7. A Task Force will disband when its assignment is complete.

If a Task Force is *fact-finding*, it is not subject to Open Meeting Law requirements. If a Task Force’s purpose includes *making recommendations*, their meetings are subject to Open Meeting Law requirements.

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