

Kansas Area Thought Force and Task Force Guidelines

A Thought Force generates ideas; a Task Force develops a plan of action.

If the need for a Thought Force or a Task Force is determined by the AWSC or Assembly, the Area Chairperson in consultation with the Co-Chairperson, Delegate, and Alternate Delegate will complete the “Charge Worksheet”. The Area Chairperson will determine the number of persons to be on the Thought or Task Force. The Area Chairperson will invite members from across the area with a willingness to serve and a range of strengths. The Area Chairperson will appoint one of them to be the Thought or Task Force Chair. The members themselves will decide on a secretary.

All members of the Thought Force or Task Force are considered to be equal, although the Chairperson will have additional responsibilities. When the Chairperson calls the first meeting, members will discuss the “charge” making sure everyone understands the assignment. This will be a time for choosing a Secretary, for brainstorming, assigning any outside tasks such as research or surveys. The Chairperson may use the suggested KBDM questions to assist in the process. Members will set a time-schedule for deadlines, the number of meetings they will have, how and when they will meet and will be in agreement with their final presentation.

Thought Force or Task Force Chair Responsibilities:

- Will build the agenda – the plan of action based on the set time-schedule
- Will review the agenda with the members and ask for agreement to follow it
- Sets the ground rules for discussion
- Keeps the discussion on topic
- Sets up the meeting times, dates and method of communication and the purpose of each meeting
- Helps the group maintain a sense of unity by allowing everyone to talk
- Will make sure the “charge” is done correctly, checking with the Area Chairperson if necessary

Thought Force or Task Force Secretary Responsibilities:

- Writes down all ideas and basic discussion and shares with all members
- Asks for clarity if needed

Thought Force or Task Force Final Presentation:

- Will include the “charge”, some general comments about their discussions and some suggested strategies for solving the “charge”.
- The Task Force will make recommendations based on the strategies
- The strategies/recommendations could also include the pros and cons
- The strategies/recommendations could include the answers to the five KBDM questions

It will be the responsibility of the AWSC or Assembly to make the final decision based on the information presented.