

CRITERIA FOR TASK GROUPS

Task Criteria

1. Group is convened with the sole purpose of accomplishing some specific task.
2. The product of the group can include a formal report, recommendations or accomplishment.
3. All members are selected with the expectation that they will contribute toward the task or outcome.
4. The task can be long term (e.g., agency teams) or short term in nature.
5. After task completion the group membership will either disband or transform to fulfill a new (possibly related) task.

External Body Criteria

1. An external body (to the group membership) retains a position of authority and holds the group accountable.
2. A formal link exists between the external body and the leadership of the group.
3. Any group outcomes are directed to the external body controlling the nature of the outcomes (e.g., report, recommendations, event).
4. The external body can change the task expectations or disband the group depending on emergent needs and the group task-focused functioning.
5. It is possible that more than one external body has influence over the group tasks and mandates resulting in the task group responding to a secondary group.

Membership/Stakeholder Criteria

1. Members are selected based on their ability to complete the assigned task.
2. Membership decisions are made based on input criteria (e.g., expertise, constituency groups).
3. Members have a stake in the outcome through being a member of a stakeholder group/constituency.
4. Group members are expected to share the perspectives of their constituency group or body of expertise and liaise between the task group and their constituency/external body.
5. The array of members selected should provide sufficient coverage (expertise, perspectives) to ensure task accomplishment.

Group Focus Criteria

1. The group leader (either appointed or emerging from the group) maintains a liaison relationship with the external body.
2. The group leader, through the liaison function, helps to clarify questions and concerns that might interfere with task accomplishment.
3. The group leader develops and maintains an agenda to fulfill the task and accomplish the outcomes.
4. Group member input and discussion is structured and limited to the task assigned to the group.
5. All group members focus on the agenda and contribute toward accomplishing the group outcomes.