

## THE GLU TASK FORCES

As stated in the by-laws: "The role of the task force is to make recommendations for action on policies, positions and issues."

The task force may include staff and non board members and might benefit by having a stated goal, campaign or mission.

The task force chair will take responsibility for setting up meetings during the year and handling task force business at the annual meeting.

During the year, the task force should bring important legislature and other developments on the issue to the staff/board's attention.

## RESOLUTIONS

Members of the task force should make every attempt to convene once a year to assess developments on the issue and in turn write or solicit resolutions. Familiarity with past resolutions on the issue is advised.

Resolutions must be written sufficiently in advance of the annual general meeting so that all membership organizations will have received copies for prior review. Resolutions presented on the spot (other than emergency) will be frowned upon.

Task force responsibilities at the annual general meeting include organizations of Saturday's task force meetings and Sunday's presentation of resolutions to the membership for ratification.

Before taking an initiative on behalf of GLU, fundraising or petitioning on an issue task force members must consult with staff person designated on the issue by the executive director.

The task force should work with the staff person in charge of the newsletter in order to develop and determine timely articles on the issue.

## OFFICE TO BOARD

Communication from the office should encourage task force endeavours...newsclippings, reports, memos on the issue should go out periodically to all members of the task force and relative others.

The task force might be considered the "short list" for mailings on a particular issue. The long list would include all board members and membership organizations.

Question: How can the task force manage to meet? Conference calls? Funding for travel?

Question: Proposed by law change to request submissions of resolutions a month prior to annual meeting?

The board of directors tries to act on behalf of the membership, particularly its membership organizations, representing their views while planning for the future and directing the organization. We try to see where we believe GLU should be headed and how to get there in the best way we can.

The board has legal responsibilities that are the same for all not-for-profits. These include keeping minutes of all meetings, making sure that proper accounting practices are used, and that the books are independently audited each year. The board elections must be carried out according to the by-laws. Records must be filed appropriately. The board is responsible for appointing the executive director, fund-raising and setting policy and adhering to the organization's mission.

Decisions of the board as a whole and of the various committees and task forces translate into the everyday work of the organization. The board meets six times a year including the annual meeting (traditionally the first weekend in May) and the board retreat. Committees and task forces meet as necessary. All committees and task forces may be made up of staff and board except the nominating and personnel committees. Task forces strive to attract a mixture of enthusiastic people with interest and expertise on the issues.

#### THE REGIONAL DIRECTOR

The regional director should have an interest and willingness to act as the organizer and contact person for the region he/she represents and its membership. Appropriate involvement for regional director would include:

- \* To know membership list for the region.
- \* To be actively aware of activities and goals of regional membership organization's and potential membership organizations.
- \* To help set up local and regional meetings.
- \* To have a role in membership and fundraising within the region.
- \* To attend meetings as a GLU representative and/or spokesperson in the absence of staff.
- \* Help make introductions, etc. when staff visits.
- \* Help with press contacts.
- \* To know the issues and concerns of the region relative to those of GLU.

- \* Be sensitive to the concerns and initiations of local membership organizations and other organizations. Also look for gaps, i.e. issues and concerns that are not being addressed or that need more attention locally or basin-wide.
- \* Keep alert and communitive regarding legislative changes and new state/provincial and federal programs and initiatives.
- \* Should be given the opportunity to work with the office to help draft grants for projects within the region. Should have an understanding of these proposals and projects through communication with the appropriate staff person.

The regional director should not take on any independent initiative in GLU's behalf such as, fund-raising, press conferences, grant proposals, etc. without first consulting with the executive director or the designated staff person.

Should keep in touch and work with At-Large directors within the region as well as directors within the state and provincial jurisdiction.

Regional directors might help determine if not organize or write articles relative to the region for the newsletter.

