

ASDA Guidance on Creating a Task Force

Why is a task force needed?

- To perform specific tasks not assigned to the Board or any other council or committee.

Defining the scope and goals:

- Clearly articulate the problem or issue the task force is meant to address.
 - Set specific, measurable objectives and desired outcomes.
 - Establish a timeline for completion.
- **Selecting members:**
 - Choose individuals with diverse perspectives and relevant expertise related to the task force's focus area.
 - Consider including representatives from different departments or stakeholder groups.
 - Ensure a balanced mix of skills like analytical thinking, problem-solving, communication, and leadership.
 - Ensure there are no conflict of interests for individuals serving on the task force.
 - **Reporting and communication:**
 - Prepare a comprehensive report summarizing the task force findings, recommendations, and supporting data.
 - Communicate the report effectively to key stakeholders and decision-makers.