

Provincial Task Groups

Terms of Reference

**Mission**

To be a catalyst for girls empowering girls

**Accountable to:**

NS Provincial Council, via respective Committee

**Responsibilities**

Provincial level Task Groups are formed for a specific task or project and are dissolved at the end of the mandated work. They will each have a purpose statement, and defined responsibilities. Task Group members are selected based on their expertise and experience to make a valuable contribution to the work as defined by the purpose statement.

***Collaboration/Partnership of Task Group Chairs, Advisory Committee Lead and designated Deputy Provincial Commissioner Key Responsibilities:***

* To determine project specific, measurable goals aligned with the Strategic Plan
* Establish critical path and meet timelines of the ongoing work
* Ensure active and ongoing communication between Task Group Chair and the designated Deputy Provincial Commissioner
* Prepare final report, including recommendations when appropriate, at the conclusion of the work of the Task Group

***Advisory Committee Lead Key Responsibilities:***

* Support the defined work of the Task Group
* Provide relevant resources and information for the Task Group
* Ensure activities and administration of the Task Group are budgeted

***Task Group Chairs Key Responsibilities:***

* Chair Task Group meetings
* Provide leadership to the Task Group
* Ensure orientation of the Task Group members

***Council Support or designate Key Responsibilities:***

* Advise and support Task Group Chairs
* Ensure orientation of Task Group Chairs to the Provincial organization and their role
* Receive regular reports from the Task Groups
* Keep current on the work of the Task Groups
* Contribute to the selection of Task Group members

**TERM**

The term of commitment will be dependent on the timeline for the event / activity for planning, execution and wrap up.