

BOARD STANDING TASK FORCE RESPONSIBILITIES

The ***Governance (Executive) Task Force***, chaired by the Board Chair and consisting of the chairs of the two functional standing task forces and the CEO, is basically responsible for the effective functioning of the FPA of MD board and for the maintenance and development of the board-CEO working relationship; in this capacity being accountable for the following duties:

- overseeing the functioning of the full board, which involves directing and coordinating the work of the two other standing task forces, keeping the board leadership mission updated, and setting board meeting agenda.
- developing and keeping updated a profile of preferred board member attributes and qualifications and fashioning and executing strategies to ensure that only qualified candidates are appointed to fill board vacancies. *The three members of the ETF (Chair, President, and President Elect) will constitute a nominating committee (chaired by the President Elect) that will, **together**, develop a slate of officers and directors (for the succeeding year) for approval by the full board at its annual meeting in September.*
- developing and overseeing execution of a formal board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior board members.
- ensuring that the CEO position description is updated as necessary to reflect changing FPA of MD needs, priorities, and circumstances.
- setting board member performance standards, and monitoring board member performance.
- annually negotiating CEO performance targets and annually or semiannually evaluating progress in achieving these targets.

Although the Governance Task Force should play an active role in directing and coordinating the affairs of the board, making sure that the standing task forces work together effectively, it should not be allowed to become a petite board, prescreening reports and recommendations for the full board. The two functional task forces should report directly to the full board, without their work being filtered through the Governance Task Force.

The ***Planning and Program Development Task Force (PPT)*** is accountable for developing and leading the board's participation in all FPA of MD planning, including annual budget preparation; in this capacity being accountable for the following duties:

- reaching agreement with the CEO on the detailed design of the FPA of MD planning and budget development cycle—with special attention to the board's role in planning—and on the annual planning calendar, and ensuring that the board participates fully and proactively in the planning process.
- overseeing preparation for, and hosting, the annual retreat.
- recommending to the full board the strategic issues that will be added annually to the FPA of MD's strategic change portfolio; updated values, vision, and mission statements; operational planning priorities; the annual budget; and other strategic and policy-level products that merit board attention (Note that the annual budget is a major operational planning product and, therefore, falls under the Planning and Program Development Task Force. Control of the budget after it has been adopted is a finance function falling under the operational oversight task force.).
- ensuring—as part of the annual operational planning and budget preparation process—that all program plans include both financial and programmatic performance targets that the Performance Oversight Task Force can use in monitoring FPA of MD program and financial performance.

The ***Performance Oversight Task Force (POT)*** is accountable for overseeing the FPA of MD's operational and financial performance; in this capacity being accountable for the following duties:

- reaching agreement with the CEO on the key elements of a program and financial reporting process, including the content, format, and frequency of performance reports to the board, and overseeing implementation of the process.
- reviewing performance reports in task force meetings and reporting program and financial performance to the full board.
- presenting an overall assessment of the past year's fiscal and program performance at the annual board retreat.
- overseeing the administration of committee reports, reviewing such reports, and reporting results to the board as appropriate.
- reaching agreement with the CEO on internal administrative system upgrades.
- overseeing preparation for and hosting the annual strategic planning meeting, in conjunction with the President-Elect.