

COMMITTEES, WORK GROUPS, THOUGHT FORCES, AND TASK FORCES

Definitions

A Committee:

- is formed by the Board of Trustees
- responds to an ongoing need of Al-Anon Family Groups
- does not manage or conduct the active affairs of the service department it is related to (such as Public Outreach, Literature, etc.)
- makes recommendations about work it is doing or considering
- is often thought to be a permanent part of an organization
- can be an originating body, which means a thought or task force may evolve from a committee

A Work Group:

- is a unit of people established to meet an ongoing need of the originating body
- can be considered a permanent part of the organization that has formed it
- can be an originating body, which means a thought or task force may evolve from a work group
- completes an activity and presents to the originating body to move forward •

A Thought Force:

- is temporary unit of people established to brainstorm ideas and to develop strategies on a single defined task or activity
- uses the resources available provided by the members of the thought force, knowing that some members may have additional information
- is not expected to have all the answers, or to provide the final solutions
- uses the Knowledge-Based Decision-Making questions, primarily “Things we don’t know but wish we did,” if there are facts that are unknown
- presents its information to the originating body to move forward: “They are thinkers, not doers” •

A Task Force:

- is a temporary unit of people established to work on a single defined task or activity
- uses the resources available, provided by the members of the task force, knowing that some members may have additional information
- implements a strategy developed by a thought force. Task forces are the “doers” •

Roles of the Members:

- Delegates, Staff, and Trustees
 - have equal voice
 - ideas are given the same weight
 - bring a different perspective with various experiences or understandings of the issue

- Everyone's role is the same except for Chairperson and Recorder, who have additional responsibilities.
 - Chairperson:
 - Planning the meeting
 - builds the agenda—a plan of action
 - reviews the agenda with the group and asks for input and agreement
 - sets ground rules for discussion
 - sets up meeting times, dates, methods of communication, and the tentative purpose of each meeting
 - ensures that the job is done to accurately meet the charge, including submission of paperwork to Executive Committee
 - During the meeting
 - gives everyone an equal voice, and allows a few minutes for venting, if needed
 - helps the group maintain a sense of unity
 - ensures group agreement on the outcome
 - Recorder (member selected within the group):
 - writes down key ideas and other information
 - asks for clarity, when needed
 - assists Chairperson as requested

Responsibilities of the Members:

- Be sure that you understand the charge:
 - Why has this task been assigned?
 - What are we meant to accomplish?
 - What are we not meant to accomplish?
 - What information do we need?
- Ask questions and get clarity in the beginning
 - The Chairperson of the Board meets with each thought and task force prior to the World Service Conference, to review the background information and charge for clarity
 - Please ask questions if you need clarity, so that you can be successful
 - If you think you are clear and then find out you're not, ask for clarity again
- Stay on course of the charge as written, and be careful to not put your own interpretation on the charge, or what you would like the charge to be
- If the conversation gets off track, simply say "I think we're off track"
- Be prepared to work on your charge from the moment it is assigned
- Be willing to volunteer for specific activities related to the fulfillment of the charge.
- Respond to the Chairperson in a timely manner. If unable to complete a task or to be available on a given date, let the Chairperson know
- Be open to accept constructive criticism when the project is up for review
- Brainstorm and share the work with each other