

## **Chapter Support Team**

### **General Description:**

This team will be responsible for supporting optimal chapter performance, including chapter leadership, the mentoring program and other ALDE services.

### **Definitions:**

- A task force is distinguished as being more narrowly focused on a specific task with a designated, specific, and short timeline. While focused, the scope of the project is sufficiently large so that it needs the full attention of the task force members.
- A committee takes on more ongoing and sustaining work. A committee may be assigned several projects, which, while focused, are sufficiently small in scope so that a committee may give attention to several projects at once.

### **Team Structure:**

The membership size of a team may fluctuate according to the number of projects and tasks being undertaken by that team in any given year. Projects and tasks will be assigned either to a task force or to a committee. The size of a task force may be 3 – 5 people. The size of a committee may be 5 – 9 people.

Each task force or committee will have a chairperson. The chairperson not only works with that particular group, but also works closely with the Team Leader and the other chairpersons within the Team.

The Leadership Development Team will designate ALDE members to serve on the task forces/committees assigned to a Team. They receive suggestions of people via self-nomination, suggestions by other ALDE members, or by an initial group proposing a task force. A Board member and/or a staff member may or may not be appointed to serve with the task forces/committees, but will be in close contact with the Team Leader and the Team chairpersons.

### **Responsibilities:**

1. Identify and communicate proven practices of existing chapters.
2. Develop an Iowa chapter.
3. Review position descriptions for chapter leaders.
4. Provide for mentoring programs.

### **Work Plan 2003 - 2004:**

- Guarantee a mentoring opportunity for every new member.
- Communicate regularly with Chapter Mentor Coordinators.

### **Time Commitment:**

Task forces may meet 5-6 times a year, via conference calls, with additional activity occurring between calls.