IUVA Task Force Process

1. Any Member has the right to initiate a new Task Force proposal. The proposal must be aimed at supporting the mission of the IUVA and generally meet the criteria listed on the attached Evaluation Checklist.

2. The Member should:

   a. Nominate a Task Force Leader. Self nominations are acceptable. Task Force leaders must be IUVA members.

   b. Prepare a Task Force Proposal that includes a goal, scope, process, deliverables, schedule, participating Members (task force members should normally be IUVA members, although in extenuating circumstances a non-member can be included to take advantage of their unique expertise), Task Force Chair, and resource requirements.

   c. Ensure general alignment with the attached Evaluation Checklist and modify the proposal accordingly.

3. The Executive Director would then circulate the Task Force Proposal to:

   a. EOC for; approval to proceed, revisions, or rejection.

   then to

   b. All Board Members for approval to proceed, revisions, or rejection.

   If necessary details of the Task Force Proposal can be shared with IUVA Members through email, website and/or UV Solutions in order to solicit additional Task Force Members.

4. The Task Force Proposal then becomes an official IUVA Task Force project. Details of the new Task Force should be shared with IUVA Members and publically through email, website and/or UV Solutions.

5. The appointed Task Force Leader, with the oversight of the Task Force Chair, works with the Task Force Members to progress the project in accordance with the Task Force Proposal. The Task Force communicates/meets as needed in accordance to needs.

6. Regular updates will be provided to the EOC/Board as appropriate, but not less than at each IUVA Board Meeting by the Task Force Chair. In addition, progress can be published in UV Solutions as appropriate.

7. Completion of the project and adoption of any deliverables (e.g. new protocol, position paper, etc.) will be obtained by two-thirds majority vote of the IUVA Board based on the recommendation of the Task Force Members and at least two Board Members that are not members of the committee.

8. Once approved by the Board, the project outcomes will be published in UV Solutions.

New Task Force / Project Board Member Evaluation Checklist

Criteria	Yes	No	Comments
Does the Project align with the IUVA Mission?			
Is there a carefully defined problem to guide the project?			
Does the project have specifically stated and achievable goals?			
Are the elements of the problem specified and prioritized?			
Is there a specified work plan that aligns with the goals?			
Does the work plan incorporate existing best practices, if any?			
Are the proposed solutions achievable and significant?			
Does the solution hold promise for new IUVA Membership?			
Are there existing resources to support project?			
Do the proposed Task Force members reflect an inclusive industry cross-section?			
Is there reasonable expectation for new resource development?			
Is specified project infrastructure sufficient to support project?			
Is there a strong leader and membership to achieve project goals?			
Are roles and responsibilities of implementation team specified?			
Are the expectations for IUVA involvement reasonable?			
Are there stated reasonable and measurable outcomes?			
Is the timeline appropriated for scope of project?			
Does the project have potential to "achieve best practice" status?			
Will project have regional, national, global impact, if successful?			
Is there a communication strategy for sharing results?			

Definitions and Structure

Member   Any member of the IUVA in good standing.

Task Force   A project that has a specific goal in alignment with the IUVA mission. There are not
                        specified limitations on the duration, member size or scope of a project, however, it
                        should generally meet the criteria detailed on the attached Checklist.

Task Force Members   Members of the Task Force.

Task Force Leader   An IUVA Member, or Members, that manages the Task Force activities

Task Force Chair   A member, or members, of the IUVA Board of Directors that is sponsoring the Task
                        Force.

Task Force Proposal   Written document that outlines the details of the Task Force, including goals, scope,
                        estimated resources and timing.

Board Member   A member of the IUVA Board of Directors

EOC   A member of the IUVA Executive Operating Committee