



Implementation Task Force and Cross Cutting Committee Chair/Co-Chair Guidance Document

I. Implementation Task Force Chair/Co-Chairs

1. Role:
 - Convene implementation task force and facilitate action plan implementation for the selected SD Cancer Plan priority under the direction and with the assistance of SD Cancer Coalition staff. Communicate with SD Cancer Coalition staff and the Steering Committee during the implementation process.
2. Responsibilities:
 - Establish a meeting schedule (date and time) and communicate it to members and the identified SD Cancer Coalition staff person.
 - Assure that a meeting agenda is sent to each member at least three business days prior to the task force meeting.
 - Assure that minutes of each meeting are available to be shared with all participants and the identified SD Cancer Coalition staff person within seven business days of the meeting.
 - Report any new members to the Cancer Programs Coordinator person with name, job title, business name(s), phone and e-mail address.
 - Represent the task force on quarterly Steering Committee conference calls.
 - Report progress to Steering Committee as requested.
 - Communicate successes and questions to the identified SD Cancer Coalition staff person.
 - Attend the annual SD Cancer Coalition Meeting, typically held in the Fall.
 - Submit calendar events to the Cancer Programs Coordinator for uploading to the website.
 - In conjunction with the Cancer Programs Coordinator, complete a success story for all projects funded by the SD Cancer Coalition.
 - Attend professional education opportunities offered for chairs/co-chairs (no more than two trainings per year).
3. Time Commitment:
 - Approximately 4-6 meetings (in-person or via conference call/video conferencing) during the priority year (typically beginning in September and ending in August).
 - Communicate and follow-up with task force members between meetings, when applicable.
4. Terms:
 - Task force chairs/co-chairs will be appointed by the Steering Committee as each priority is selected from the SD Cancer Plan. Task force chairs/co-chairs will serve a two year, renewable term or until the task force action plan is complete and the task force is disbanded. Chairs/co-chairs may serve as the chair/co-chair for multiple task forces and committee. Task force chairs/co-chairs may resign from their role at any time by filing a written resignation with a SD Cancer Coalition staff person. Vacancies will be filled by nomination and vote within the task force. Final approval of the Chair/Co-Chair appointment will be made by the Steering Committee.



II. Cross Cutting Committee Chair/Co-Chairs

1. Role:
 - Convene committee on an ad hoc basis as needs arise within the implementation task forces and/or the coalition as a whole.
2. Responsibilities:
 - Maintain correspondence with all implementation task force chairs to offer assistance from cross cutting committee as needs arise.
 - Communicate with committee members when a meeting needs to be called, and schedule at least two weeks on advance.
 - Assure that a meeting agenda is sent to each member at least three business days prior to the committee meeting.
 - Assure that minutes of each meeting are available to be shared with all participants and the identified SD Cancer Coalition staff person within seven business days of the meeting.
 - Share results of the meeting with appropriate task force chair when the information is pertinent to their group.
 - Report any new members to the Cancer Programs Coordinator with name, job title, business name(s), phone and e-mail address.
 - Report updates to Steering Committee as requested.
 - Communicate successes and questions to the identified SD Cancer Coalition staff person.
 - Attend the annual SD Cancer Coalition Meeting, typically held in the Fall.
3. Time Commitment
 - Approximately 3-6 meetings (in-person or via conference call/video conferencing) or more as needed during the priority year (typically beginning in September and ending in August).
4. Terms:
 - Cross cutting committee chairs/co-chairs will be appointed by the Steering Committee as needs arise. Committee chairs/co-chairs will serve a two year, renewable term or until the cross cutting committee is considered no longer necessary and the committee is disbanded. Chairs/co-chairs may serve as the chair/co-chair for multiple committees and task forces. Committee chairs/co-chairs may resign from their role at any time by filing a written resignation with the identified SD Cancer Coalition staff person. Vacancies will be filled by nomination and vote within the committee. Final approval of the Chair/Co-Chair appointment will be made by the Steering Committee.

This guidance document will be reviewed and updated annually by the program leadership.

Revision Date: 9/18/2017

Each coalition Implementation Task Force and Cross Cutting Committee Chair/Co-Chair will review and sign off on this document annually.

Name: _____ **Signature:** _____

Date: _____