

## Task Group Structure

### Task Group Membership

We would like to see Task Groups open to all interested parties, but also recognize that a smaller size is most efficient for meaningful discussions. Ideally there will be balanced representation of members from the different industry sectors, as well as regions. We will ask that individuals only sign up if they are committed to attend and contribute regularly. If needed, we will limit the participation (to be discussed with the Task Group leader).

For those who are interested in following the work of the Task Groups, but who are unable to fully engage or commit, we would like to offer the opportunity to listen in on the calls (but without disrupting the conversations). Notes and information will also be posted on the website.

### Task Group Leader Roles

The lead person(s) will be responsible for:

- ensuring that the scope of work is well understood by all members (clarify and refine the mandate of the Task Group)
- striving for a balanced representation of industry sectors among the members (identify who is missing, ask for help to reach out to get engagement where needed)
- setting out a rough timeline
- clarifying the agenda and time for each call (identify questions that need to be answered, determine the desired outcomes for each call, and the background information needed)
- clearly assigning tasks to be completed by individuals or by Textile Exchange
- present Task Group updates and outcomes to the Roundtable (or assign this to a member)

### Task Group Support Roles

The support person(s) will help the leader meet their responsibilities, as well as:

- ensure that notes are taken for each call and sent to [Stefanie@TextileExchange.org](mailto:Stefanie@TextileExchange.org)
- ensure that upcoming meeting times and details are sent to [Stefanie@TextileExchange.org](mailto:Stefanie@TextileExchange.org)

### Textile Exchange Roles

1. Establish the Task Group: Announce the establishment of the group, invite participation and choose the leader and support people.
2. Help set up the Task Group: Textile Exchange will work with the leader and support to define the work of the Task Group, ensure that it aligns with the work of the Roundtable, and will help set up agendas as needed.
3. Support balanced representation: Textile Exchange do initial and additional outreach as needed.
4. Administrative support: Stefanie will set up GoToMeeting links, send calendar invites as needed, and post materials to [ResponsibleLeather.org](http://ResponsibleLeather.org). Textile Exchange will likely be on each call, so can help with technical issues and note-taking.
5. Structure: Supply templates for meeting announcements and meeting slides.

**Meeting Announcement Template:**

\*contact Stefanie@TextileExchange.org to create the link. When you have the meeting announcement ready, Stefanie will also post it on the website and send the calendar invites to the Task Group members. If there is any reason to keep a meeting closed, we can keep the announcement off the website, but otherwise we'd like to allow interested parties to listen in. Announcements should include the following information:

**Date:**

**Time:** (give time zones)

**GoToMeeting link:**

**Key Discussion topics or agenda:** a brief outline of what will be discussed

**Background research needed:** identify any reading or work needed by the task group members

**Suggested Meeting Structure** (a PPT template with TE logo, etc. will be available)

1. **Introductions:** identify task group members, and also identify anyone who is attending as an observer
2. **Review Agenda**
3. **First call:** Review the structure and expectations of Task Groups  
**Subsequent calls:** Review Action Items from previous call
4. **Agenda Items:** As determined by the leader
5. **Action Items:** review and assign any actions needed before the next call
6. **Next call:** confirm time for next call