

## **ADMSEP Task Forces**

A group of ADMSEP members who volunteer for completing a specific task/project on behalf the Executive Council for a specified period of time. The task force will be disbanded once the task/project has been completed. The chair or co-chairs will be appointed by the Executive Council for a period of two years, with the option to renew for one additional term. It is expected that a task force completes its work within a four-year time period. Expectation for Chairs include providing the leadership for the committee to complete its work through scheduled meetings at the Annual Meeting and conference calls, take minutes at meetings/conference calls and submit those minutes to the Administrative Coordinator via email in order to maintain a centralized record, submit detailed twice-yearly reports to the Executive Council, and provide a summary article of the year's activities for the annual newsletter.

## **ADMSEP Website Taskforce**

The taskforce will be led by Nancy Harker, Administrative Director and Webmaster, Greg Briscoe, MD. ADMSEP Members will be invited to apply to assist in the review. The charge of the taskforce will be to review all areas of the current ADMSEP.org web pages, including the "Members Only" area for updates, additions, and removal of outdated information. The taskforce will also discuss and make a formal proposal for a longevity and succession plan for the ADMSEP.org site.