

### TASK FORCE CHARTER TEMPLATE

The task force charter outlines the purpose, work plan, timeline, and desired outcome of the task force's efforts. The task force leader is responsible for the development, review and approval of the task force charter within sixty (60) days of task force creation.

# I. BUSINESS CASE / PROJECT NEED

Provide an overview of the key Intermodal industry issue that needs addressed and how this task force will positively impact the situation. Task force issues to be considered should meet the following criteria:

- Involve intermodal safety, service and productivity;
- Involve multiple intermodal stakeholders and not the proprietary interests of one industry segment;
- Not involve any commercial interests; and
- Be able to address within a reasonable timeframe (i.e. 12 18 months).

#### II. GOAL STATEMENT

The task force goal statement should identify the specific objectives of the task force, including realistic timeframes and success measures.

### III. WORK PLAN and TIMELINE

Provide your work plan to meet the task force goals. The plan should include a detailed activity timeline, required resources and the accountabilities of each task force member.

Task forces should follow the following working guidelines:

- Task force leaders and committee leaders will meet monthly to discuss required monthly task force reports with the IANA staff liaison on copy;
- Based on the monthly task force reports, committee leadership will determine if sufficient progress has been or is being made to justify the continuation of the task force;
- All active task forces will meet immediately before any regularly scheduled full committee meeting;
- Task forces must report progress in the committee meetings, if no progress the work will be suspended; and
- Task force work should be completed in 12-18 months from inception or disbanded by the Committee
- When a task force has completed its work, the results/recommendations will be presented to committee members for review. Adoption of any recommendations will require a majority vote of the committee members present at the time of the vote.

## **IV. DESIRED OUTCOMES**

- What task force outcomes do you expect?
- What is the anticipated rate of return for the Intermodal industry?
- How do you recommend the industry best implement the findings of the task force?

# V. ROLES AND RESPONSIBILITIES

Please insert the details of the task force leadership and members, including Names, Companies, Titles and Contact Information. As guidance:

- The task force leader is appointed by the Committee Chair;
- 6-8 task force members are recommended;
- Task force members will be appointed by the Committee Chair and should be multi-stakeholder in nature
- The Committee Chair and Vice Chairs are ex-officio members of the task force; and
- All members must be active participants. If not, the task force leader or the Committee Chair must remove them.