FD TASK TEAM GUIDELINES

PLANNING
Task Team request must be sent to FDC for approval.

BUDGETING
Task Team members will send their budget to FDC.

CARRYING OUT
Task Team members facilitate workshops, presentations, Q&A.

REPORTING
Task Team members will present a report to following EDM.
PLANNING

- Anyone can form a request but it must be sent to the FDC.
- FDC negotiates Task Team request with local community.
- FDC approves request after evaluation (dates, time frame and workshop topics).
- FDC chooses suitable/qualified members for Task Team (based on HRP) and introduce Task Team to „Liaison Person“ from local community and will hand over the task to Task Team.
- FDC provides material if needed.
- The communication loop between the Task Team, FDC and EDM Treasurer needs to be transparent and regular, always cc’ing all into emails or C2C if needed.
- According to the task the FDC may make suggestions that could improve the task.
BUDGETING

- The Task Team consists of 2 members (exception needs to be comprehensibly).
- Funding will be based on EDM funding guidelines.
- After evaluation of the Task both team members will send their budget to FDC.
- FDC will approve the budget.
- Any additional cost occurred outside of the budget need to be communicated as soon as possible and agreed by FDC.
- The Task Team is accountable to provide receipts for budgeted items to EDM Treasurer.
CARRYING OUT

- The Task Team arrives a day before (if possible) to get in touch with local fellowship/Liaison Person to prepare workshops and other needs.

- The Task Team facilitates requested workshops/presentations and is available for Q&A.

- Task Team members should be available to participate at local fellowshipping (if possible).

- Task Team members can be available for speaker inquiries (optional).
REPORTING

- The Task Team provides a written report for FDC.

- The Task Team will ask a member of the local fellowship to provide a report/feedback as well. (Liaison Person/or other member who participated)

- Task Team member(s) will present their report to the upcoming EDM in a brief (inspiring) outline. If not present at EDM, will send the report to FDC.

- The Task Team can suggest follow up activities to keep in touch with the local fellowship. (additional TT request, C2C workshops, ...)

THANK YOU

FDCE@EDMNA.ORG