

SPRI Task Force Process

SPRI Task Force Charging Statement:

The SPRI Board of Directors (BOD) implements supervision, control, and direction of the affairs of SPRI including its committees, task forces and publications; determines SPRI's policies and programs or changes therein; implements SPRI's purposes and objectives; and supervises the disbursement of SPRI's funds.

SPRI Task Force General Information:

Task Forces are created generally in one of two ways:

1. A minimum of three SPRI Member Companies must express interest in exploring an issue. The Technical Committee chair, Technical Director and Executive Director shall be informed of the Member Companies' request to form a new task force to explore the issue in question. The Technical Committee chair announces the formation of a new task force [TF*] at the next quarterly meeting, solicits input, and records Member Companies interest in participating. One preliminary meeting, dedicated to discussing future activities of the proposed new TF, is permissible at the quarterly meeting. The Technical Committee chair announces the formation of the TF at the BOD meeting. Upon BOD approval, the TF is created under the Technical Committee. An appropriate announcement is made, and a time slot is allocated for the TF to meet at SPRI's next quarterly meeting.
2. A new task force may also be created directly by request of the BOD, with a clear and concise statement of objective(s) to be provided. The BOD must ensure that there are no less than three Member Companies participating.

Conduct in Task Force Meetings:

All task force meetings (including TF meetings) shall be conducted in accordance with SPRI Bylaws, applicable SPRI policies, and pursuant to the current edition of Roberts Rules of Order Newly Revised ("Roberts Rules" or "RONR").

Keep the Main Thing the Main Thing - Developing a Statement of Objective(s):

- a. A TF shall develop a clear and concise statement of objective(s) to present to the BOD not later than the second SPRI meeting following its creation. The objective(s) to be presented should include either a health & safety, economic, or general statement of justification, and an explanation of why and how the TF will advance the best interests of SPRI and its Member Companies and/or the roofing industry. The TF's statement of objective(s) shall also contain an expected completion date (preferably to include month & year). This statement of objectives shall be presented by the Technical Committee to the BOD for its approval. The

BOD may also vote to extend timelines for the TF to pursue the objective(s). BOD feedback to the TF will generally be provided and in writing.

- b. The subsequent work of the TF shall be focused on accomplishing the approved objective(s) as have been articulated in the clear, concise statement to the BOD.
- c. If funds are, or can be expected to become, required to complete objective(s), the TF shall develop and deliver - through the Technical Committee to the BOD - project milestones before SPRI funds are committed to the TF project.
- d. Any revisions to the statement of objective(s) or project milestones shall be considered and approved by the BOD. BOD feedback to the TF will generally be provided and in writing.
- e. Beyond d., above, as to Vendor/Test/Third Party Needs - Proposal Development & Review (if applicable), the TF chair shall:
 - i. Develop a list of testing, or other outside needs, required to accomplish the TF task - to be approved in the TF meeting;
 - ii. Develop an outline for proposal development to procure the agreed upon testing, or other outside needs, required to accomplish the TF task – to include an estimated budget if possible – all to be approved in the TF meeting;
 - iii. Develop a potential vendor list capable of delivering the outside or third-party results/services identified in item [ii] above - to be approved in the TF meeting;
 - iv. Present the outline and proposed vendor list for Technical Committee review and authorization to proceed - to include developing a request for proposal (RFP) if applicable, and in all cases to SPRI counsel for legal review; and
 - v. Forward the work product and recommendations resulting from items [i-iv], above, in a clear, concise and timely manner to the Technical Committee.

Conduct of Task Force Chair:

Pre-meeting: TF meeting agenda shall be submitted to SPRI staff in advance of the next meeting and conference call, preferably with not less than fourteen days' notice.

Day of Meeting:

- a. After a TF meeting “roll call” is completed, and the SPRI antitrust statement is read, an attendance sheet shall be circulated, with each attendee’s signature thereon confirming his/her commitment to abide by SPRI’s Antitrust Policy.
- b. TF participation is open to all SPRI Member Companies, their members and representatives, and SPRI staff and other SPRI-approved attendees, if any. TF meeting voting shall be conducted per “Conduct in Task Force Meetings”, above.
- c. The statement of objective(s) and milestones (as applicable) shall be presented at the beginning of each TF meeting.

Task Force Meeting Communications:

- a. The TF chair, or designee, shall provide minutes along with the attendance sheet to SPRI staff for publication on the “Members Only” section of the SPRI website.
- b. The TF chair shall provide a summary of TF progress and milestones, and may review its objective(s), to the Technical Committee at SPRI’s quarterly meetings.

Completion of TF Objective(s):

- a. Once the TF has completed its objective(s), an announcement will be made at the next SPRI Technical Committee meeting to that effect. The Technical Committee will communicate the TF’s progress, and its request to disband, and approval from the Technical Comm, if appropriate. The BOD shall then consider and vote to approve the TF’s “disbandment”, if deemed appropriate.
- b. If a TF is unable to complete the objective(s), or intermediate milestones, as applicable, the progress of the TF shall be reported to the BOD by the Technical Committee at the next meeting.
- c. A new task force or “successor TF”, with a revised statement of objective(s), may be considered and approved by the Technical Committee, if such is considered to be appropriate, which approval may be presented to the BOD from the Technical Committee, for consideration and approval by the BOD, if warranted.
- d. If so, the BOD may create a new task force or “successor TF”, with the process of its creation including consideration of milestones, timelines, funding, RFPs, etc., to be repeated, once again.

SAMPLE SPPI STATEMENT OF OBJECTIVE(S) (below)

The objective(s) of this SPPI Task Force are:

1. To define and improve the process for SPRI task forces to deliver BOD-approved and funded deployments; and
2. The SPPI Task Force shall discuss, define, and deliver an improved “stage gate process” for SPRI to utilize in its creation and implementation of new task forces.

SAMPLE SPPI STAGE GATE MILESTONE STATEMENT OF PROCESS (below):

The milestones this Task Force aspires to undertake and to report progress back to the SPRI BOD quarterly are:

1. Research and review existing SPRI task force process and operations for improvement opportunities;
2. Deliver an improved process and operations recommendation document by Q3 meeting 2022 for BOD approval; and
3. Disband SPPI Task Force upon BOD approval of a new and improved process.

SAMPLE SPPI STEP DOWN

